

Job Title: Custodian/Handyman

Position Type: Full-Time / Part-Time

Reports To: Facilities Manager

Location: Valley Stream, NY

Job Summary:

Bethlehem Assembly of God's Custodian/Handyman is responsible for the general preventative maintenance, cleanliness, and upkeep of Bethlehem Assembly of God's buildings, mechanical equipment, vehicles, utility systems, and grounds. This role ensures that the environment is welcoming, safe, and conducive to worship and community activities. The ideal candidate will possess a range of custodial/handyman skills and a commitment to maintaining the organization's properties to the highest standards.

Key Responsibilities:

General Maintenance:

- Perform routine maintenance tasks such as changing light bulbs, fixing leaks, minor electrical and plumbing repairs, and installing fixtures like window blinds.
- Conduct preventive maintenance on mechanical equipment, vehicles, and utility systems, including fluid checks, filter replacements, and lubrication.
- Regularly inspect facilities and equipment, addressing issues proactively.
- Address safety concerns and respond to emergency requests as required.
- Maintain cleanliness in all areas, including sanctuaries, classrooms, offices, kitchens, restrooms, common spaces, and vehicles.
- Maintain the grounds, including lawn care, trimming shrubs, clearing walkways, and snow removal.
- Ensure proper care and maintenance of outdoor equipment.
- Assist with setup and teardown for church events, meetings, and services, ensuring spaces are properly arranged and ready for use.
- Monitor and secure the premises, including locking and unlocking doors and windows.
- Work closely with church and school staff, volunteers, and ministry leaders to support the overall mission of the church.
- Assist with special events and activities as needed.
- Track and communicate receipts and purchases to the finance team.
- Assist with ad-hoc duties such as renovation and remodeling projects, including plaster and drywall repairs and painting.

Qualifications:

- High school diploma or equivalent.
- Certification in facility maintenance or related fields.
- Experience in a church, school, or similar setting.
- Basic carpentry skills.

- Proven experience in custodial, maintenance, or handyman roles.
- Basic knowledge of electrical, plumbing, and HVAC systems.
- Ability to operate cleaning and maintenance equipment.
- Strong attention to detail and commitment to maintaining a clean, safe environment.
- Excellent time management and prioritization skills.
- Effective communication and interpersonal skills.
- Strong work ethic and positive attitude.
- Flexibility and ability to thrive in a changing environment.
- Ability to work independently and take initiative.

Physical Demands

- Ability to stand, sit, walk, and communicate effectively.
- Requires bending, squatting, crawling, climbing, reaching, and kneeling.
- Physical stamina and ability to lift, carry, push, or pull items up to 80 lbs.

Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to aiseebrath@bethlehemag.org. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer:

Bethlehem Assembly of God is an equal opportunity employer committed to providing a work environment free from discrimination. We do not discriminate based on race, color, national origin, gender, age, disability, or any other legally protected status in accordance with federal and state laws.

Bethlehem Assembly of God hires individuals who align with its religious beliefs and practices, ensuring all employees share and uphold the church's faith-based values. All employees must:

- Be in agreement with the **16 Fundamental Doctrines of the Assemblies of God**.
- Adhere to Bethlehem Assembly of God's **Bylaws and Constitution**.
- Follow Bethlehem Assembly of God's **Code of Conduct**.
- Be in agreement with the **Mission, Vision, and Core Values** of Bethlehem Assembly of God.