

CUSTODIAN JOB DESCRIPTION

September 2025

Position Summary

This is a joint position with the Unitarian Universalist Church of Nashua and Temple Beth Abraham. The Custodian has day-to-day responsibility for keeping the facilities of both congregations, including entryways and parking lots, in a state of cleanliness, safety, and ready for use while maintaining a safe work environment. The Custodian reports to the UU Nashua Church Administrator and Director of Operations. The position is 40 hours a week, year-round, with semi-flexible hours Tuesday-Saturday. The hours will be shared between the two congregations.

Responsibilities

- Unitarian Universalist Church of Nashua
 - Building housekeeping and maintenance
 - Maintain areas used by Children's Winter Garden with White Wing School in accordance with requirements of NAEYC accreditation criteria
 - Maintain areas used by the church and external groups to ensure the building is clean and neat for all functions
 - Monitor the security of the buildings on a daily basis, responding to calls from Alarm Company as needed
 - Coordinate with the Church Administrator to understand the needs and timing of church sponsored functions. Arrange facilities, chairs and tables for such functions as required
 - Small painting and maintenance tasks
 - Minor grounds maintenance
 - Administrative duties
 - Acquire janitorial supplies and paper goods
 - Attend quarterly Property Team meetings & occasional Property Team clean up events
 - Willingness to learn about building systems and meet with contractors/vendors as needed
- Temple Beth Abraham
 - Clean all areas of synagogue and school building at least once per week, more frequently as needed
 - Set up spaces for weekly Shabbat and other events
 - Small painting and maintenance tasks as needed
 - Willingness to learn about building systems and meet with contractors/vendors as needed

- Qualifications
 - **Self motivated, ability to organize own work and locate assistance when necessary**
 - Respect for faith based institutions and their facilities, understanding of special rules that may come with such institutions
 - High School diploma, or equivalent experience
 - Knowledge and experience in housekeeping and maintenance, use of maintenance equipment, health and sanitation standards
 - Knowledge of and experience with tools used in light maintenance and repairs
 - Physical ability to perform all assigned duties
 - Knowledge of safe working requirements
 - Good communication skills, showing respect and care for staff, members of the congregations, the public, and other contractors and vendors

Hours

- 40 hours per week.
- Tuesday-Saturday
- Exact hours will be negotiated upon hiring.
- Be available for emergencies as they arise

Pay and Benefits:

\$22.50 per hour

Offered Benefits:

- Long Term Disability Insurance
- Life Insurance
- Retirement contribution (after 1 year of employment)
- 80% of health insurance premium/50% for dependents
- 100% of dental premium
- 2 weeks paid vacation (increases after 3 years)

To Apply: Email minister@uunashua.org with a resume and cover letter.