

MAINTENANCE JOB DESCRIPTION (15 hours per month)

- General Office
 - Change furnace filters (and keep a schedule/record of changes)
 - Change light bulbs, as needed
 - Core mechanical: regular maintenance
 - Covers on A/C unit at Pregnancy Center in fall/spraying down A/C units at LP
 - Fix toilets, as needed
 - Touch up paints on walls
 - Mount/hang things (as needed)
 - Move offices around, as needed
 - General heavy lifting, as needed (which includes hauling materials to and from events)
 - Bring Christmas trees/décor out of attic and set up/tear down
- Landscaping
 - Weeding, spraying, planting and cutting down any dead limbs, etc.
 - Spray weeds in spring/summer as needed
 - Start weeding in May (or as soon as needed) and then continue every 2 weeks (or as needed)
 - Irrigation: set up schedule (call Foreman irrigation and schedule spring turn on and fall shut off for both buildings)
- Snow removal
 - Shovel/salt sidewalk in winter when a snow storm pops up during the week (office hours)
 - Snow plowing – main contact with snow removal company to discuss when to plow (done through text)
- Vendors
 - Contact vendors, as needed

*If you are interested in this position, please contact Shelly Krasa at shelly@bellavitanetwork.org
(Please provide an interest letter and the name and address of a pastoral reference)