

## **Maintenance Supervisor**

### **Grace Lutheran Church and School**

400 Hempstead Ave.

Malverne, NY 11565

### **Maintenance Supervisor Responsibilities**

**Performs/supervises tasks related to the overall maintenance of the building and grounds of the church and school.**

This includes:

- All daily custodial issues as needed
- All repairs and renovation projects
- All safety/building inspections (fire, emergency lighting)
- Ground keepers and snow removal service
- Advise Business Manager when to order bathroom supplies (paper products, soap etc.)
- Checking/cleaning of air conditioning and heating systems for season
- Regularly inspects the church and school building and property for areas of concern
- Communicate with electrician/plumber to resolve building issues
- Order necessary supplies
- Will be primary contact for facility related emergencies

This is a P/T position. Approximately 18 hours per week. Compensation negotiable.

Please contact **Lori Heiman** if interested, at [lheiman@glcas.org](mailto:lheiman@glcas.org)

