General Maintenance Team Job Description

Serving behind the scenes to keep the church safe, welcoming, and running smoothly 🔧🪜🛠️

Position Title

General Maintenance Team Member
(Also known as: Maintenance Volunteer, Building Care Team)

Purpose of the Role

The General Maintenance Team helps care for the church building and property by carrying out practical maintenance tasks and repairs. Team members serve by ensuring church facilities remain safe, functional, clean, and welcoming for everyone who uses them.

Key Responsibilities

- Assist with general repairs and maintenance around the church property
- Help set up and pack down, furniture, and equipment for events
- Carry out basic upkeep tasks such as painting, minor repairs, and maintenance checks
- Report larger maintenance issues or safety concerns to the leadership
- Support cleanliness and organization of storage and work areas
- Assist with seasonal projects and improvement work
- Help maintain outdoor areas and church grounds when needed
- Use tools and equipment safely and responsibly

Desired Qualities

- Reliable and dependable
- Practical and willing to help where needed
- Team-oriented attitude
- Good problem-solving skills
- Ability to work safely and responsibly
- Positive and servant-hearted approach

Requirements

- Commitment to the mission and values of the church
- Basic maintenance or DIY skills helpful but not always required
- Willingness to assist with a variety of practical tasks
- Ability to attend scheduled workdays or maintenance sessions

Time Commitment

- Flexible depending on church needs and maintenance projects
- May include weekday, weekend, or occasional evening support
- Additional help may be needed before major church events

Reporting To

- Maintenance Team Leader
- Church Wardens
- Church Leader

Mission Statement Example

“Our General Maintenance Team serves by caring for the church property with excellence, helping create safe, functional, and welcoming spaces for ministry and community.”