

Property Caretaker

St. John United Lutheran Church

About St. John United and the CoCreate Project

St. John United Lutheran Church (SJU) is a small but active faith community, rooted in the Phinney Ridge neighborhood of Seattle. We are a congregation of the Evangelical Lutheran Church in America (ELCA) and practice the traditions of our faith through worship, service, advocacy, organizing, and joyful fellowship.

Through the [CoCreate Project](#), SJU is investing in an innovative and collaborative approach to stewardship of our building and grounds. We are partnering with the broader community to transform this property into a more inclusive and collaborative commons – a third place to gather, create, and recharge. We intend to eventually launch a separate, secular nonprofit to further this mission, and are optimistic about the path forward after starting to live into it over the last three years. Our building is well-used and supports a vibrant ecosystem of 16 different partner groups and organizations, bringing over 500 people through the space each week. At this time CoCreate remains a project of the SJU congregation, and is ready to grow with additional staff support.

SJU is an equal opportunity workplace and an affirmative action employer. We celebrate, support, and thrive on diversity and are committed to creating an inclusive environment for all employees!

Land Acknowledgement: We respectfully acknowledge that our church, St. John United, and many of our homes are on the unceded land of the Duwamish people, the first stewards of this land who are still here and continue to acknowledge their ancient heritage.

Statement of Welcome: The community of St. John United Lutheran Church welcomes all persons into membership, leadership and full participation in the life of our community without regard to gender identity, gender expression, sexual orientation, race, age, ability, economic status, illness, citizenship, or other human conditions. We affirm that Jesus Christ has entrusted the ministry of reconciliation and healing to the Church. We commit ourselves to racial equity and actively seek to include all who have felt excluded or alienated. We see you and affirm who you are.

Job Overview

The Property Caretaker keeps all property operations running smoothly to support the entire ecosystem of the community that gathers here, ensuring a safe and welcoming environment. This role is responsible for managing the building and grounds, which includes physical and fiscal elements of maintenance, repairs, improvements, and long-term planning. This member of our team is under the CoCreate Project, reports to the Director of Community Engagement, and is supported by a robust base of volunteers.

Hours: 10 hours per week, with flexible scheduling and on-call availability, potential start date of December 1, 2026 (negotiable)

Compensation: \$30 per hour, salaried non-exempt, annual paid time off includes 30 hours vacation, 10 hours sick, and all federal holidays proportional to hours worked

Responsibilities

Property Management

- Facilitate all building and grounds maintenance, repairs, and improvements
- Serve as the point of contact for all facilities issues and projects
- Work with volunteers or professionals, as appropriate, to help address needs
- Ensure work by staff, volunteers, contractors, etc. is completed following accepted safety protocols and appropriate codes
- Prioritize environmentally sustainable, green building policies, practices, and purchasing

Maintenance

- Monitor facility, proactively track and address needs before they become issues
- Complete routine property tasks such as furnace settings, filter replacement, smoke alarm checks, seasonal drip irrigation systems, etc.
- Track and coordinate annual inspections and ensure regulatory compliance
- Maintain grounds as needed with sweeping, weeding, minor pruning
- Help reset and secure building after special event rentals (avg 1-2/month)
- Address basic custodial needs in support of the existing custodian

Repairs

- Evaluate issues as they arise, considering urgency and expertise needs
- Perform minor repairs when possible
- Coordinate repairs requiring professional attention
- Organize rapid response for time sensitive issues

Improvements

- Propose, plan, and lead short-term special projects that address aging equipment or provide new functionality
- Develop a clear understanding of and plan for long-term capital needs, in partnership with the Property Committee and Dir. of Community Engagement
- Work with professionals to receive construction bids and complete projects

Communications and Coordination

- Function as a member of the core staff team in the overall management of the building and property, including occasional participation in staff meetings
- Collaborate with the Dir. of Community Engagement and Property Committee, making the call when they need to be involved
- Communicate with the Dir. of Community Engagement and Property Committee, keeping them informed of project planning/progress, unplanned/upcoming needs, and finances, includes facilitating monthly meetings
- Develop familiarity with building partners and schedules, minimizing disruption
- Document property and building records in an electronic database
- Invite and manage volunteers for periodic work parties or special projects

Finances

- Administer and function within the total facilities budget, working with Dir. of Community Engagement and Property Committee to develop and track annual budget including regular facilities needs, anticipated repairs, and improvements
 - Review invoices related to property maintenance and oversight
 - Monitor utility bills for unusual charges, track usage
 - Identify, develop, and prepare budget estimates for major future capital improvements such as roof replacement, HVAC improvements, etc.
 - Work with Dir. of Community Engagement to research and create project budgets for potential grants
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Qualifications

- Commitment to CoCreate/St. John United's Statement of Welcome (see above)
- Enthusiasm and support for the vision of the CoCreate Project
- Willingness to participate in a collaborative team setting, as well as work solo
- At least two years experience with facilities maintenance or a related field
- Ability to handle equipment and perform physical tasks associated with the role
- Capacity to coordinate with multiple partners and relate with a variety of people
- Ability to manage and prioritize tasks within simultaneous projects
- Aptitude for attention to detail, especially focused on safety and quality
- Capacity for flexible scheduling, including being on call for emergencies
- Proficiency in oral and written communication
- Ability to maintain confidentiality, including with financial information
- Willingness to complete a criminal background check, if selected to hire

Preferred Skills

- Experience caring for a large building with heavy use by the public
- Knowledge of operation and maintenance of small machinery/equipment and tools (including hand tools, power tools, grounds equipment, extension ladders. etc.)
- Competency with minor electrical and plumbing assessments and repairs
- Awareness of safety and protective gear best practices
- Experience with budget management
- Proficiency with office software (Google Suite)
- Possession of a valid drivers license
- Flexibility and problem-solving skills
- A sense of humor and can-do attitude

To Apply

Email office@stjohnunited.org with the subject line "Caretaker, Last Name." Please send your resume, a cover letter sharing about your interest in this role, and two referral names with contact information. This job will remain open through Sunday, October 25, 2026.

We are seeking the best candidate for this job, and that candidate may come from a less traditional background. We will consider the full range of an applicant's knowledge, skills, education, and experience and encourage you to apply even if you feel that you do not meet all of the qualifications for this position. We look forward to meeting you!