



Facilities Attendant

POSITION OVERVIEW

The Facilities Attendant ensures that the campus building and grounds are well-maintained, clean, set up, and safe for our church family and community.

SUPERVISION

1. **Direct Report:** Church Business Administrator
2. **Other Supervisors:** Senior Pastor, Executive Pastor

PERSONAL PROFILE PREFERENCE

1. **Proactivity.** This person should possess the ability to plan ahead and take initiative on projects as the need arises.
2. **Efficient.** Is able to work at a good pace while executing a job well done.
3. **Loyalty.** A genuine spirit of personal loyalty arising out of respect and care for the continual improvement of our church family and the space we inhabit.
4. **Interpersonal Skills.** The ability to effectively communicate with staff and church members, with the ability to comprehend directions as given by the Church Business Administrator or other staff members.
5. **Reliable.** Is dependable and will show up early or on time for designated hours, even with a schedule that may change week to week.
6. **Flexible.** Comfortable working in a fluid, fast-paced and collaborative environment with the ability to switch hours based upon scheduled events.

JOB RESPONSIBILITIES

Cleans all campus buildings and grounds as outlined by the Church Business Administrator.

1. Sunday Morning Assistance
 - A. Cleans up lobby space and donuts Sundays from 12:30pm-1:30pm
2. Event staging, setup, and teardown process.
 - A. Sets up and tears down for ministry events.
3. Works with Church Business Administrator to do monthly campus walk-through to identify areas needing specialized cleaning or repair; will make minor repairs as needed.
4. Will be point person for incoming service and repair technicians if the Business Administrator is unavailable.
8. Helps with snow shoveling as necessary.

QUALIFICATIONS

1. A personal, growing relationship with Jesus
2. High school graduate or equivalent

3. Experience working with cleaning equipment and materials
4. Excellent verbal and written communication skills.
5. The ability to establish/maintain effective working relationships with staff and volunteers
6. Ability to stand for extended periods of time, with the use of arms, hands, and fingers to perform tasks.
7. Always brings conflicts to the person who has caused offense, not others on staff or in the church.
8. Must be able to lift and/or move up to 50lbs (and on occasion up to 100lbs).

SCHEDULE & COMPENSATION

1. Schedule will be 10-15 hours a week. Schedule can be flexible and would be worked out based on other jobs or commitments prior to job acceptance.
2. Compensation packages will be based on work experience and available church resources.