



JOB TITLE: FACILITY TEAM MEMBER

REPORTS TO: Facility Manager

JOB PURPOSE: The primary focus of this position to serve to the Lord and the body of Grace Covenant Church by maintaining, cleaning and preparing the campus and facilities for ministry use.

DUTIES AND RESPONSIBILITIES:

Cleaning

- Provide professional quality cleaning for all restrooms, meeting spaces, passages, storage areas and grounds
- Collect and remove trash on campus and within facilities
- Disinfecting restrooms and counter tops
- Clean all floor surfaces by sweeping, mopping, shampooing and waxing as needed
- Perform dusting of blinds, counters, tables and furniture as needed
- Notify supervisor of any need for restocking of cleaning or paper supplies
- Keep cleaning supplies and resources in an orderly and safe manner
- Use any chemicals or cleaning supplies according to product instructions

Set up

- Assist in the tear down and set up of rooms for various events, meetings and activities
- Assist in office space reconfigurations or moving of furniture or equipment
- Respond to last minute adjustments with room set ups, as needed

Maintenance

- Notify supervisor of any maintenance or repair issues you notice
- Assist in performing minor maintenance and building repairs
- Assist Facility Manager in maintenance and repairs of HVAC or improvement projects

Additional responsibilities

- Ability to use computers to access TimeClock and eSpace
- Engage in training and development of new skills
- Assist in building and property security by locking and unlocking facilities and identifying any strange behavior by someone on campus.

Other duties as assigned

THE IDEAL EMPLOYEE WILL:

- Able to meet the physical demands of facility work, see list below.
- Embrace a strong work ethic
- Demonstrates a positive attitude and respect toward your supervisor, team members and others
- Able to work well on a team
- Possess an agreement to the core values and statement of faith of Grace Covenant Church
- Demonstrates a teachable spirit
- Able to thoughtfully communicate ideas, concepts clearly both in writing and verbally

Example of physical activity required of a facility role: **A candidate needs to honestly inform the church of any mental or physical limitations to see if accommodations can be made.**

- Amount of Each Day Spent: **Standing** 50 % **Walking** 50 % **Sitting** 0 %
- Employee Works: **Inside** 90 % **Outside** 10 %

Twist	Frequent
Stoop & bend	Frequent
Squat	Frequent
Kneel	Seldom
Crawl	Seldom
Climb ladder or stool	Occasional
Climb stairs	Frequent
Walk on uneven ground	Frequent
Reach above or below shoulder height	Frequent
Lift and carry objects up to 25 lbs	Frequent
Lift and carry objects over 25 lbs	Occasional
Push and pull objects up to 25 lbs	Frequent
Push and pull objects over to 25 lbs	Occasional

QUALIFICATIONS:

- Education Required: High school diploma or GED
- Previous experience in building maintenance, preferably in a church or similar setting
- Basic knowledge of cleaning methods and products
- Preference for those with computer skills; employee will use a facility software, eSpace, to access setup and facility information
- Preference for those with experience and abilities to understand and operate power equipment such as floor buffer, vacuum, power washer and small power tools
- A background check will be required

JOB STATUS:

- Full-Time (40 hours) non-exempt
- Typical schedule will be during the week, but will also include two Sundays a month and occasional evenings and Saturdays for special events
- Employer provided benefits

This description is intended to describe the general nature and level of work performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. Grace retains the discretion to add to or change the duties of the position at any time.