



Job Profile

The role of the Facility Team and its members is to keep the church campus appropriately set up for the various usages of the church and serve in keeping the facilities clean and attractive. This includes some general maintenance, use of building equipment, and collaboration with other team members as well as completion of a daily workload. This is a part-time, non-exempt hourly position averaging 16-20 hours per week and reporting to the Facilities Team Leader.

Job Responsibilities

Essential duties:

- Learn and understand the facility reservations and management system to view room sets and see the workloads for the day/shift
- Complete room set ups for regularly scheduled and special events, according to specifications
- Perform cleaning tasks while completing room sets which could include, but are not limited to,
 - wet and dust mopping of floors,
 - dusting and wiping counters and tables,
 - trash removal and recycling,
 - vacuuming and spot extraction of carpet
 - Sanitizing, fogging and disinfecting spaces
 - Removal of gum, stains and other waste
 - Cleaning of bathrooms, sinks and counters
- Assist ministries with special set up requests as needed
- Carry and respond to calls on radio and/or facilities mobile phone as requested, taking care not to lose or break either
- Effectively communicate to other team members about workload status and assigned tasks; work in partnership with others to accomplish workloads
- Perform cleaning tasks as they arise even if outside scheduled workload, including cleaning in hallways, common areas, classrooms and bathrooms
- When accidents occur, safely clean up blood or body fluids which could contain bloodborne pathogens
- Take care of the campus grounds, ensuring that parking lots, sidewalks and entry areas are free of debris and snow; water plants and trees as necessary
- Communicate concerns in a timely manner to Facilities Team Leader as it relates to calendar and room sets
- Arrive to work prior to scheduled shift, work scheduled shift and if a work conflict arises arrange for a replacement with the approval of the Facilities Team Leader.

**“We know that for those who love God all things work together for good, for those who are called according to his purpose.”
Romans 8:28 ESV**

Other duties:

- Be available for emergencies of those using the building
- Assist ministries with special set up requests as needed
- Treat every church guest as special and provide good customer service; respond to requests with sense of urgency and positivity
- Look clean, neat and tidy and wear uniform while on shift (no open toe shoes/sandals or sport shorts)
- Maintain security of the building by locking doors, checking rooms and reporting any unusual activity

Knowledge, skills, and abilities

- Be in full accord with the purpose and ministries of Berean Baptist Church
- Demonstrate a "Servant's Heart" and desire to serve
- Possess the abilities needed to fulfill the assigned responsibilities of this position
- Able to organize work, set priorities and work independently
- Possess the ability of flexibility with regard to daily work and assignments
- Effective oral and written communication
- Must be able to work quickly, efficiently and to read and follow detailed instructions
- Depending up age and skill set, team members may be asked to drive a van/trailer

Work Conditions

Physical Characteristics

Must be able to lift and carry up to 50 pounds, such as carrying folding tables, lifting stacks of chairs, backpack vacuums, or trash cans

Environmental

- Work will include an environment where there is dust, cleaning fumes, and a variety of other allergens
- Work will include pushing and pulling chair and table carts, large vacuums, carpet extractors, and supply and trash carts
- Some assignments require using cleaning chemicals and substances

Hours

Able to work a flexible schedule of primarily nights and weekends and with the understanding that special events and large church gatherings will be a part of regular schedule. All staff are required to work at least 2 of 4 Faith Family Celebrations and for at least one half of all services for Holy Week and Christmas unless prior approval has been obtained.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.