



### Job Description Form

**LOVE, LIVE, LEAD LIKE JESUS**

Ministry Area	Facility Care
Vision Alignment	Individual whose heart is open to the vision of this church to worship the Lord, grow through study and to serve faithfully.
Job Title	Part Time Facility Care Team Member
Reports to	Marvin Rutter <span style="float: right;"><i>Title</i> Facility Care Manager</span>

Hourly Rate: \$10.00 - \$12	Type of position: Part-time	Hours: 16-30 hrs/ week <input type="checkbox"/> Exempt (Salaried Worker – 40 hrs.) <input checked="" type="checkbox"/> Nonexempt (Part-time Worker)
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#### **General Facility Care Team Member duties**

- *Maintain awareness of all safety and security policies and procedures and ensure they are followed.*
- *Assist with keeping the buildings clean, simple, and safe*
- *Perform heavy cleaning duties such as cleaning, stripping, and polishing floors, shampooing carpets, cleaning walls, washing glass, dusting furniture, machines, and equipment*
- *Trash collection and removal*
- *Perform routine maintenance activities*
- *Notify management of repair needs*
- *Clear snow and debris from walkways, entrances, and parking lot*
- *Service, clean and supply restrooms*
- *Monitor building security cameras and performing tasks to ensure all doors are secure*
- *Inventory and order supplies*
- *Monitor building safety by checking electrical appliance use to ensure safety*
- *Execute room setup and clean-up for special events*
- *Move heavy furniture, equipment, or supplies either manually or by using hand trucks*
- *Clean and maintain cleaning equipment and supplies*
- *Carry out all other duties as assigned*

#### **Work Requirements**

**Physical Skills:** Must be able to lift 50 lbs. Requires standing, walking, running, climbing stairs, repetitive movement, bending and twisting. Requires using hands to handle, control, or feel objects, tools or controls. Requires the safe use of ladders.

**Basic Skills - Active Learning** Understanding the implications of new information for both current and future problem-solving and decision making. **Active Listening** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. **Reading Comprehension** Understanding written sentences and paragraphs in work related documents. **Speaking** Talking to others to convey information effectively. **Writing** Communicating effectively in writing as appropriate for the needs of the church to include incident/accident reporting.

**Social Skills - Coordination** Adjusting actions in relation to others' actions. **Service Orientation** Actively looking for ways to help people. **Social Perceptiveness** Being aware of others' reactions and understanding why they react as they do.

**Must be willing to participate in training events. Previous maintenance experience preferred.**

**Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.**



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May be required to wear a mask.

**ANNUAL ASSESSMENT KEYS:**

- |   |   |
|---|---|
| 1) Punctual, Reliable, Dependable             | 6) Takes Initiative/Resourceful/Problem Solving |
| 2) Planning/Organization/Follow-through       | 7) Accepts guidance/Direction/Responsive        |
| 3) Communication – Courteous/Professional     | 8) Attention to Detail – Seeks Excellence       |
| 4) Resource/Equipment Stewardship             | 9) Servant Mindset – Focus on Others            |
| 5) Budget – Management of Financial Resources | 10) Growth – Spiritual & Professional           |

**Spiritual Gifts:** Serving

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE POSTED	