

Part-Time Facilities Coordinator

Department: Operations

FLSA Status: Non Exempt

JOB SUMMARY: This position provides basic building maintenance, custodial services, housekeeping, safety and security awareness, hospitality and program support through the accomplishment of directed physical tasks and designated projects.

REPORTS TO: Director of Facilities

ESSENTIAL FUNCTIONS:

- Performs custodial duties and housekeeping tasks as needed and assigned including cleaning and/or restocking classrooms, lavatories, offices, kitchen, worship auditorium, and common areas of the facilities and the East House.
- Cleans seats, carpets, ledges, Bible holders, stage, and fixtures in the worship auditorium and attached areas as well as stocking pens & Offering Envelopes in the holders as assigned and routinely scheduled.
- Cleans and maintains other furnishings and equipment (such as: lights, coolers, tables, chairs, windows, cleaners, etc.) throughout the campus as directed or needed.
- Deep cleans carpets and “waxes” or polishes floors as assigned or routinely scheduled.
- Cleans and reports spills or leaks thoroughly and timely as needed or assigned.
- Removes trash and debris from bathrooms, classrooms, offices, kitchen, and common areas as needed and/or directed.
- Maintains grounds by keeping the outside clean and safe; maintains entrances including removal of snow and ice from sidewalks and doorways; removes trash or leaves around landscaping, buildings, and dumpsters; maintains outdoor fixtures in a suitably safe and secure manner as directed; replaces light bulbs or fixtures as needed; trims plants/trees as needed or directed; and other outdoor tasks as required.
- Performs routine maintenance tasks (minor repairs or checks, painting, patching, etc.) and other duties as needed or assigned.
- Supports other ministries by setting up chairs, tables, and other requested equipment inside or outside as needed and assigned. Learns to use CCB to forecast needs.
- Examines doors and windows for proper locking and security; inspects equipment for proper safe functioning and reports issues to Director of Facilities.

- Participates in and secures directed certifications in safety and security training, safe food handling, standard of performance for facilities operations, etc. as approved in advance by the Director Operations.

ADDITIONAL RESPONSIBILITIES:

- Accomplishes all other duties and tasks as appropriately assigned or requested.
- Reads and responds to e-mails, Slack, and text communications in a timely fashion.
- Makes trips to local establishments to secure needed materials/parts as assigned or requested.

EDUCATION & EXPERIENCE:

- High School diploma is required.
- Relevant work experience is preferred.
- Possess a valid driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Basic knowledge of using typical office equipment computers, copiers, and phones.
- Ability to read and write with basic fluency and understanding.
- Effective and appropriate verbal communication skills.
- Effective problem-solving skills.
- Competence with basic custodial and non-custodial tools, equipment, and techniques.
- Ability to work well independently and with others.
- Willingness to be teachable and trainable and follow directions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Essential Functions of this job will subject the employee to regular and frequent physical activities including: extensive walking over hard surfaces and outdoor terrain including the roof; bending to reach low items; crawling under low surfaces; climbing stairs and ladders; lifting items up to 100+ pounds; carrying chairs, tables, tools, ladders, etc.; repetitive motions like vacuuming, shoveling, typing, and hammering; standing for extended periods; sitting at a computer; exposure to harsh weather conditions like heat, wind, & snow or chemicals like bleach or paint thinner; use of dangerous tools/equipment like saws, snowblowers, and other power tools. Cleaning and maintenance are not always convenient or simple but need to be accomplished.

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, but do not describe the specific demand per task. Reasonable accommodations may be made to enable individuals with disabilities or challenges to perform the essential functions).