

## Facilities

**Job Title:** Facilities Team Member  
**Reports to:** Facilities Manager

**Status:** Full-time / Non-Exempt  
**Hours:** 40 Hours per Week

### Job Purpose:

This position is responsible for carrying out the day-to-day tasks required to keep the Faith Chapel campus clean, maintained, safe, and in good condition, with the goal of providing logistical support to ministries and a positive first impression to those who visit the campus.

### Essential Duties and Responsibilities:

- **General Building Maintenance:** Provide cosmetic and safety repairs of building. This may include, but not limited to, painting, replacing light bulbs, HVAC maintenance, etc.
- **Housekeeping:** Provide a clean and pleasant environment that reflects well on the Lord and Faith Chapel and doesn't distract from the message. This may include vacuuming, window washing, disinfecting, dusting, mopping, removing trash, etc.
- **Ministry Support:** Provide logistical support for ministry events, enabling ministries to focus on the content and people attending the event.
  - Room Setup: Tables, chairs, supporting elements.
  - Tear Down: Straighten and clean rooms, remove tables, chairs, etc.
  - Supporting Elements: Provide beverages, snacks, food tables, etc.
  - Obtain church materials and supplies, as needed.
  - Parking Lot: Set cones, signs, and direct traffic if necessary.
- **Building Security:** Unlock necessary entries for events. Lock entries after events and at the end of the day.
- **Grounds:** Operate snow removal equipment, shovel, sand icy areas, and ensure safe access to buildings during inclement weather. Assist with other grounds or landscaping duties, as assigned.
- Effectively utilize established tools, systems, and procedures for completing daily tasks. Use provided tools and equipment in a safe manner.
- Perform all other duties, as assigned by the Facilities Manager or the Lead Pastor.

### Key Skill Areas:

- Strong attention to detail.
- High standards of cleanliness.
- Basic computer proficiency.
- General mechanical skills.
- Basic tool knowledge.
- Relates well to a variety of different people. Able to graciously treat all people with love and respect.
- Exhibits effective communication skills, both verbal and written.

**General Qualifications:**

- Committed follower of Christ, growing in faith and personal relationship with Jesus.
- Passionate about Faith Chapel's mission and committed to the Lead Pastor.
- Maintains spiritual, moral, and physical standards pleasing to the Lord.
- Exhibits the desire to continually grow and improve.
- Demonstrates a strong work ethic, characterized by being team-oriented, task-focused, people-friendly, and self-motivated.
- Flexible and adaptable to change.
- Able to work well both independently and as part of a team.
- Able to perform repetitive labor, such as dusting, vacuuming, sweeping, snow shoveling, and other repetitive-motion activities.
- Able to climb ladders and step stools.
- Ability to be on your feet for long periods of time.
- Ability to push and pull carts, mop buckets, vacuum cleaners, etc.
- Able to climb and lift up to 75 lbs. and occasionally lift and carry up to 90lbs.

## Physical Demands & Working Conditions:

**Key for Frequency:** **Never (N):** 0% of work time, **Rare (R):** 1-10% of work time, **Occasionally (O):** 11-33% of work time, **Frequently (F):** 34-66% of work time, **Continuously (C):** 67-100% of work time

Frequency					General Physical Demands of this Position				
N	R	O	F	C					
		X			Climbing: Ascending or descending stairs, ladders, scaffolding, ramps, and the like using feet and legs and/or hands and arms.				
	X				Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.				
		X			Stooping: Bending body downward and forward by bending spine at the waist.				
		X			Kneeling: Bending legs at knee to come to rest on knee(s).				
		X			Crouching: Bending the body downward and forward by bending leg and spine.				
		X			Crawling: Moving about on hands and knees or hands and feet.				
			X		Reaching: Extending hand(s) and arm(s) in any direction.				
			X		Standing: Remaining upright on the feet, particularly for sustained periods of time.				
			X		Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.				
			X		Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.				
					≤ 10 lbs: O	11-20 lbs: O	21-50 lbs: O	51-100 lbs: O	>100 lbs: N
			X		Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.				
					≤ 10 lbs: O	11-20 lbs: O	21-50 lbs: O	51-100 lbs: O	>100 lbs: N
			X		Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position.				
					≤ 10 lbs: O	11-20 lbs: O	21-50 lbs: O	51-100 lbs: O	>100 lbs: N
			X		Carrying: Supporting and moving someone or something from one place to another.				
					≤ 10 lbs: O	11-20 lbs: O	21-50 lbs: O	51-100 lbs: O	>100 lbs: N
		X			Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than whole hand or arm in handling.				
			X		Grasping: Applying pressure to an object with the fingers and palm.				
	X				Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly fingertips.				
			X		Talking: Expressing or exchanging ideas by meaning of spoken word; those activities where detailed or important spoken instructions must be conveyed accurately, loudly, or quickly.				
			X		Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.				
			X		Repetitive Motions: Making substantial movements of the wrists, hands, and/or fingers.				

The visual acuity requirements including color, depth perception, and field of vision (check only ONE box):

X	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
	The worker is required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.
	The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

