

## **Facilities**

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

**Status:** Part-time / Non-Exempt  
**Hours:** Variable Hours

### **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:**

- **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.
- **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.
- **General Building Maintenance:** Provide cosmetic and safety repairs of building. This may include, but not limited to, painting, replacing light bulbs, HVAC maintenance, etc.
- **Building Security:** Unlock necessary entries for events. Lock entries after events and at the end of the day.
- 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.
- 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.



The conditions the worker will be subject to in this position (check ALL that apply):

<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to both environmental conditions: Activities occur inside and outside.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input checked="" type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The workers is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or extreme chemicals.
<input type="checkbox"/>	The worker is required to wear a respirator.
<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work).

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties, and skills of the personnel in this position(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that Faith Chapel reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor	_____ Print Name	_____ Date