

## OVERVIEW

**Position Type:** Full-time

**Reports to:** Facilities Director

**Department:** Facilities

## SUMMARY

This position is a working supervisor who oversees and assists with cleaning and set-up of the facility, as well as coordination efforts of staff, volunteers, and service companies to accomplish the mission of the church.

## PRIMARY RESPONSIBILITIES

### Leadership:

- Provides direction and feedback for the facilities staff
- Provides decision making in personnel issues involving facilities staff
- Supports day-to-day facilities usage guidelines

### Supervisory:

- Supports day-to-day operations of the facility
- Directs facility staff on daily support requirements
- Utilizes volunteers for facilities support
- Promotes a safe and healthy working environment

### Support:

- Evenings and weekends
- Needs of all ministry groups
- On-call 24/7 for emergency situations

### Duties and Responsibilities:

- Procures and inventories supplies for volunteers and staff
- Substitutes for unavailable facility staff members or assists them in finding substitute
- Attends and participates in department meetings
- Maintains necessary records and completes daily time sheets
- Responds to general emergencies
- Responsible for closure of building at night
- Maintains inventory of custodial supplies, including paper products, cleaning products, and snow removal supplies.
- Ensures baptistry is properly maintained and functional
- Performs set-up and tear-down of classrooms and other spaces
- Cleans and disinfects equipment, tables, chairs, etc.
- Moves furniture and equipment into and out of buildings
- Ensures work tasks for facilities staff are completed and signed off on task list
- Other duties as assigned by supervisor

## **SKILL REQUIREMENT**

- Proficient in computer skills including Google, Office Suites, Event U, internet
- Good communication, organizational, and supervisory abilities
- Ability to lift 50 lbs on a daily basis, push, pull, bend, stoop frequently. Works at heights using ladders, man-lifts, etc.
- Detail oriented and self-motivated
- Ability to read, write, and speak English and carry out written and oral instructions
- Maintains the confidentiality of sensitive information
- Contributes to an atmosphere of teamwork
- Ability to work well under pressure
- Ability to respond to flexible work schedule, if needed