

Individual: FLSA Classification: non-exempt
Accountable to: David Price, Facilities Administrator

Work schedule: 20 to 29 hours/week; hours to be agreed upon with Supervisor.

Fellowship Bible Church mission: Advancing the kingdom of God by making disciples of Jesus Christ.

Position Mission: To provide an environment that serves the needs of all who enter the doors of FBC.

Essential Functions—

Core:

- Collaborate with Supervisor in determining routine cleaning schedule.
- Operate and maintain custodial equipment.
- Communicate custodial supply inventory needs to Supervisor.
- Communicate consumer supply (paper towels, hand-soap, etc.) needs to Supervisor.
- Understand and plan work to facilitate the building needs of FBC ministries.
- Tear down and set up tables and chairs to meet a continually changing schedule of activities.
- Be responsible for clearing entrance sidewalks and steps of snow and ice when necessary.
- Present a clean personal appearance.
- Other assignments as requested by church leadership.

Administration:

- Work as a team member with other facilities staff in a timely and professional manner.
- Show flexibility in dealing with a changing event schedule.
- Learn timing and techniques of appropriate floor care.
- Maintain open communication with Supervisor and other FBC staff.
- Greet those who enter the FBC environment with friendliness, courtesy, and respect.

Qualifications, Skills, and Abilities:

- A commitment to the local church expressed through involvement.
- Ability to prioritize and manage work to effectively and efficiently to accomplish tasks with excellence.
- Computer skills to communicate with other staff and to follow and check schedules and inventories.
- Ability to learn quickly.
- Self-starter who makes wise use of time on task when working alone.
- High school diploma.

Physical Demands:

- Communicate effectively with all individuals.
- Lift and move items up to 50 pounds for long periods of time.
- Able to climb ladders up to ten feet in height.
- Work on feet for long periods of time.

Work Environment—

FBC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married),

and family (if children). FBC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on FBC. An individual seeking an accommodation should contact the Pastor of Ministries.

Wages are determined by the scope of the position and the experience of the incumbent. As a part-time position, there are no available benefits (vacation, paid sick leave, holiday pay, health insurance, etc.). Information on wages attributed to this position will be discussed separately.

Job descriptions are not intended to and do not create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date

Employee Print Name

Supervisor Signature & Title

Date

Supervisor Print Name