

Individual:

FLSA Classification: non-exempt

Accountable to: David Price, Facilities Manager

Work schedule: Up to 4-8 hours/week; Saturday evening hours.

FELLOWSHIP Bible Church mission: Helping People Find and Follow Jesus Christ

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

### **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 Facility Needs of FELLOWSHIP 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 FELLOWSHIP staff.
- Treat those who enter the FELLOWSHIP 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 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.