



Position Description: Facilities Assistant

Title: Facilities Assistant

Supervisor: Facilities Manager

Status: On call – Nonexempt (Hourly)

Location: SLBF Foundation, Madison, WI (primary) and Dottie's Ranch, Oregon, WI

About the Organization:

The Stephen & Laurel Brown Foundation (Foundation/SLBF) serves the University of Wisconsin and Madison communities by leading Christian thought and formation to shape today's pluralistic university. We gather communities, educate for formation, and produce scholarship within the university for greater Christian impact. SLBF comprises several initiatives: The Lumen Center, New College Madison, a student Fellows Program, and a Media Studio. The Foundation includes two physical properties: Upper House – based in University Square in the heart of the University of Wisconsin–Madison campus, and Dottie's Ranch – a retreat center located 15 miles outside Madison. Upper House is a member of the Consortium of Christian Study Centers.

Vision for the Role:

We desire to create a small pool of Facilities Assistants who we would be able to contact when we have cleaning needs. The Facilities Assistant will serve as a vital member of the Facilities Team and will be responsible for custodial and maintenance duties, customer service, and safety across all Foundation facilities, including Upper House, Dottie's Ranch, and Lucky Apartment 1405. This role supports the Foundation's initiatives and enables guests to thrive by ensuring that our facilities remain welcoming, clean, safe, and hospitable.

Schedule:

Upper House is generally open from 9:00 a.m. until 5:00 p.m. Monday through Friday for Open Study. In addition to Open Study and SLBF Programming, weekly recurring groups/guests are hosted on weeknights with occasional space use on Saturdays and Blackhawk Church services each Sunday. Most custodial duties (such as vacuuming, cleaning floors, and servicing restrooms) will be completed before opening (9 a.m.) and/or after groups leave in the evenings. This role will generally work in the evenings, early morning, or weekends.

The precise schedule for this role will be set by the Facilities Manager. We anticipate it will generally be Friday evenings – typically after 9:00pm and/or Saturday. Saturday schedules will vary depending on the events taking place. Cleaning will likely take between 2-4 hours, depending on the group size and the amount of set up/take down needed. Most of the custodial work will take place at Upper House. Occasionally we may request cleaning for Apartment 1405 (our guest speaker residence) and/or



Dottie's Ranch.

During the week of final exams for UW-Madison students, additional cleaning hours will be required. Finals at UW–Madison typically occur around the second week in December and the first week in May. Cleaning hours during finals week may include weekdays, weeknights, and weekends. Additional hours throughout the year, including summertime, may be available.

Responsibilities:

Custodial (90%)

- Perform daily cleaning services for Upper House, Dottie's Ranch, and Apartment 1405. A detailed list of cleaning projects will be provided during training; however, daily cleaning typically includes:
 - Cleaning and restocking restrooms
 - Cleaning drinking fountain
 - Vacuuming and cleaning floors
 - Emptying trash and recycling
 - Sanitizing counter and table surfaces
 - Sanitizing doors and cleaning glass surfaces as needed
- Provide spot cleaning and clean-up when needed.
- Assist with set-up and breakdown of event spaces, including moving furniture, equipment, tables, and chairs to ensure spaces are clean, organized, and ready for the next event.
- Monitor and report needs for the inventory of cleaning supplies, equipment, and other materials and report any needs to Facility Manager.
- Participate in staff meetings and gatherings as needed.
- Closing the space per closing protocols (turning off lights, locking doors, shutting down sound systems, etc.)
- Other duties as assigned.

Customer Service & Safety (5%)

- Interact with facility users, providing information and resolving issues.
- Partner with Steve Brown Apartments and EMI as needed
- Ensure the facilities comply with health, safety, and regulatory codes to provide a safe environment for occupants.
- Partner with the Facilities Manager and Hospitality team to ensure safety procedures are followed

Assist with Hospitality Team (5%)

- Partner with the Hospitality team to welcome and orient guests as needed
- Follow hosting responsibilities and duties as trained



- Assist with pick up of supplies for guest event events as needed
- Other duties as assigned

Essential Qualifications:

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity, including care and concern for the whole body of Christ.
- Annually affirm SLBF Statement of Faith
- Experience with facilities and/or custodial is preferred.
- Ability to perform manual tasks such as cleaning, lifting up to 50lbs, standing, bending, and/or walking for extended periods of time required
- Education: High school diploma or equivalent
- Good organizational, leadership, and communication skills required
- Good customer services skills and/or experience required
- Basic computer/technology skills (Microsoft Outlook, Word, Excel, Web, etc.) required
- Knowledge of cleaning procedures, supplies, equipment, and basic facility maintenance.
- Ability to think critically, analyze situations, and make independent decisions to resolve issues.
- A valid driver's license is required