

Position Title:	Facilities Team Member
Ministry Area:	Facilities
Reports to:	Director of Facilities and Grounds
FLSA Status:	Full-Time, Non-Exempt
Classification:	Facilities Team

Ministry Purpose:

- To maintain, at all times, a reverence for the mission of Fellowship Church
- To maintain a goal of excellence in execution of the entrusted role(s)

Job Summary:

The main responsibilities for this position are cleaning, event care, and securing the building. This is to be done with the goal of ensuring that the Church's properties are safe, attractive, and serviceable for support of the Church's ministries.

Duties/Responsibilities:

- Adheres to the Facility Team's Core Values and Commitments, including following Church and departmental guidelines as described in respective manuals.
- Functions as an ambassador for Fellowship Church when communication with our guests, staff, and members.
- Organizes the work routine around the building schedule, requests from co-workers and supervisor, and normal daily routines.
- Performs general cleaning and maintenance tasks as assigned. This includes, but is not limited to, vacuuming, dusting, wiping down countertops and tables, washing windows, carpet cleaning, hard floor care, cleaning and stocking of bathrooms, and room setup.
- Understands and completes AV system set ups, including troubleshooting.
- Maintains equipment and tools used.
- Maintains storage rooms.
- Maintains a safe work environment.
- Maintains a safe environment for those using the Church building. This includes taking a leadership role in the event of an emergency.
- Upholds the security of the building, including reporting and confronting suspicious people, properly securing all church equipment, following building lock up procedures, and contacting the police when needed.
- Runs off-site errands as assigned.
- Maintains timely and consistent written communication with the team members and supervisor regarding troubles, needs, and work details.
- Interacts and supervises benevolence workers as necessary.

- Serves as Facility Representative for weddings or other special events when needed.
- Delivers any lost articles that are found to the Church's Lost & Found area.
- Completes other miscellaneous duties as assigned by the Facilities Director.

Required Skills/Abilities:

- Developing proficiency in maintenance and housekeeping standards.
- Gaining the ability to organize work and using good work habits.
- Exercising the ability to relate positively to church staff and church members.
- Arriving to work promptly and ready to begin at the assigned shift start time. Staying in the work area until the assigned shift end time.

Physical Requirements:

- Maintaining good physical condition, including cleanliness and work-appropriate attire.
- Smoking, vaping and intoxicants are prohibited in all buildings.
- Must be able to lift 45 pounds at times.
- Must be able to access and navigate each department within the facility.

This position description intends to represent the types of duties and responsibilities required of positions given this title. It shall not be construed as a declaration of the total of any particular position's specific duties and responsibilities.