



POSITION DESCRIPTION

Date: August 6, 2026

Position/Title: Facilities Technician

Reports To: Facilities Manager

Employment Status: Part-Time, Non-Exempt

Hourly Requirements: [e.g., 15–25 hours/week; flexible based on facility needs]

Employment Relationship: Employment-at-Will

Position Summary

Assist the Facilities Manager in the day-to-day operations, maintenance, and readiness of church buildings and grounds. This role supports a clean, safe, and well-maintained environment for all church ministries and activities through hands-on work and teamwork.

Position Responsibilities

Facilities Operations & Readiness

- Assist with room setups and tear-downs for church services, events, and activities
- Ensure assigned areas are clean, orderly, and ready for scheduled use
- Support event transitions as needed

Cleaning & Custodial Support

- Perform routine cleaning tasks including sweeping, mopping, vacuuming, trash removal, and restroom maintenance
- Maintain a high standard of cleanliness and presentation throughout the facilities

Maintenance & Repairs

- Assist with basic repairs and maintenance tasks (e.g., minor plumbing, electrical, carpentry, painting)
- Report maintenance issues to the Facilities Manager in a timely manner
- Help complete preventative maintenance tasks as assigned

Grounds & Exterior Care

- Assist with lawn care, landscaping, snow removal, and general outdoor upkeep
- Maintain cleanliness of parking lots, walkways, and entrances

Inventory & Organization

- Assist with stocking and organizing custodial and maintenance supplies
- Help maintain clean, safe, and organized storage areas

General Support

- Follow direction from the Facilities Manager and assist with special projects as needed
- Be available to support evening or weekend facility needs

Position Qualifications

- Demonstrates a servant's heart and willingness to support church ministry
- Reliable, punctual, and able to work independently or as part of a team
- Basic knowledge of maintenance, tools, and custodial practices preferred
- Ability to take direction and follow through on assigned tasks
- Good communication and teamwork skills
- Basic physical capability to perform manual labor tasks
- Valid Driver's License (with endorsement for driving church vehicles)
- Successfully passing a criminal background check

Physical Demands

- Standing and walking for extended periods
- Frequent bending, lifting, and reaching
- Ability to lift and carry up to 50-70 lbs
- Use of ladders and basic equipment as needed
- Exposure to cleaning chemicals and outdoor weather conditions

Position Expectations: Lincoln Christian Church expects all employees to work in accordance with the standards set forth in the LCC Staff Handbook.