

JOB TITLE: ChangePoint Facilities Maintenance Full Time
DEPARTMENT: Facilities
REPORT TO: Facilities Manager and Facilities Foreman
DATE REVISED: September 20, 2022
CLASSIFICATION: Full Time, 40 hours per week

POSITION PURPOSE:

- ❖ Assist Facilities Manager to maintain the ChangePoint facility and campus in a manner that reflects excellence while utilizing good stewardship and placing a high value on the users of the building.

SCOPE OF WORK:

- ❖ Responsible for all Janitorial required in maintaining the campus facilities for the use and enjoyment for all users.
- ❖ Maintain a facility and campus that is useable, safe and easy to navigate.
- ❖ Security for the Campus.
- ❖ Provide building and equipment maintenance, repair, and modification.
- ❖ Provide all Setup and Tear down of rooms.
- ❖ Other duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❖ Responsible for all Janitorial required in maintaining the campus facilities for the use and enjoyment for all users.
 - Vacuuming.
 - Cleaning bathrooms and kitchens.
 - Restocking paper.
 - Shampooing carpets.
 - Stripping and waxing of hard surfaces.
 - Emptying trash.
 - Maintaining Janitorial equipment in clean and ready condition.
 - Cleaning and detailing of Church vehicles and other vehicles demand necessary by Facilities Manager.
- ❖ Maintain a facility and campus that is useable, safe and easy to navigate.
 - Assist Facilities Manager identifying hazardous situations and resolving them within 24 hours.
 - Report/Address safety issues, as well as signage and navigation/direction issues.
 - Help to ensure all resources and equipment used by internal and external ministries are returned to their proper storage space.
 - Ensure that all paths of egress are free from obstructions.

- ❖ Security for the Campus
 - When working evening hours, responsible for locking up Campus. (2nd shift)
 - Will provide support for all events as well as security for the ChangePoint Campus.
 - Will ensure that all participants of event are out of the build prior to leaving the campus.
 - Will keep all areas of the campus not in use locked.
 - After hours on call for building issues that seriously affect building users.
- ❖ Provide building and equipment maintenance, repair, and modification.
 - Work at the direction of and in conjunction with Facility Manager to complete all necessary repairs and maintenance as needed. To include:
 - ❖ Carpentry
 - ❖ Painting
 - ❖ Plumbing
 - ❖ Electrical
 - ❖ HVAC
 - ❖ Etc.
 - Work with Facility Manager to complete preventative maintenance needed on building systems and equipment.
 - Responds quickly to work order requests. Seeing them all the way through completion.
- ❖ Provide all Setup and Tear down of rooms.
 - Work closely with the building calendar to plan for and provide room set ups that meet the needs and expectations of end users.
 - Able to follow setup maps to and arranging tables, chairs, microphones, speakers, video carts, etc. This may include includes moving tables and chairs about the building as necessary.
 - To include site specific clean up/janitorial services in rooms to be used or in use as needed. This is to supplement the main cleaning of the building if needed.
 - ❖ At times this will include setting up simple A/V equipment, moving video carts into rooms as required, etc. Testing of equipment after placement is essential to providing excellent service to users.
 - ❖ Includes turnaround of rooms between events/uses.
- ❖ Other duties.
 - Interact with all end users in a way that affirms their value, even when their requests seem unreasonable or they don't see the whole picture.
 - When instructed by Facilities Manager, assist Technical Director in setting up and repairing all A/V related items throughout the building.
 - Support special events with setup and clean up. This will entail late evening and weekend hours.
 - Provide all types of landscaping services. Lawn mowing, snow removal and salting, flower planting, etc.
 - Ordering and picking up supplies as directed by the Facilities Manager.

JOB SPECIFICATIONS:

- ❖ Must be dependable.
- ❖ Knowledge and experience (3 years preferred) in building maintenance, painting, sheetrock, and minor construction.
- ❖ Knowledge and experience in basic plumbing and electrical.
- ❖ Knowledge of standard cleaning methods and practices used in janitorial services.
- ❖ Knowledge of equipment and tools used in janitorial services.
- ❖ Ability and willingness to work hard physically, moving heavy tables and chairs on a daily basis.
- ❖ Must be able to lift 50 lbs.
- ❖ Must be comfortable working at different heights (roof, vertical climb ladders, “A” frame ladders, lifts, etc.)
- ❖ Must have a servant heart.
- ❖ Willingness to go above and beyond to support users of the building.
- ❖ Available to work weekends as scheduled.
- ❖ Must be able to meet high quality standards.
- ❖ Service-minded and strong customer service focus, flexible and open to new ways of doing things, advanced people skills, and able to communicate at all levels, both written and verbal.