

Job Description – Building Services

Facility Support Personnel Hours

Standard Hours: 15-20 Hours per Week
Sunday 6:30 am until 2:00 pm
Monday & Tuesday 4 pm-9 pm
Extra hours as needed: periodic Saturdays for special events, holidays

Background, Skills and Experience

Standard Applications and Tools used to support this position include the following:

- Previous experience in Basic Facility upkeep (Changing light bulbs in commercial fixtures, minor plumbing, and housekeeping as needed.)
- Ability to safely lift 45lbs. “repeatedly for short periods of time” e.g. (Tables & chairs), able to climb ladders, stand on feet for extended periods of time
- Organizational skills
- Ability to work in a team environment
- Ability to multitask and work under time guidelines
- Strong communication (verbal) and interpersonal skills
- Strong attention to detail
- Technology skills
 - Automated Church Systems (training provided)

Building Services Job Responsibilities

1. Room and Auditorium Setups (Tables & chairs etc.)
2. Climate control adjustment
3. Address Emergencies (Fire Alarms, Security issues)
4. Address housekeeping related needs if they arise. (Spills, trash, etc.)
5. Patrol Building and grounds
6. Replace burnt out light bulbs
7. Support and/or respond to small groups.
8. Support and/or respond to activities and events.
9. Department communication (forms, procedures)
10. Help cover for Building Services personnel when out (Vacation time, sick leave, etc.)
11. Communicate and coordinate with volunteer(s)
12. Events preparation (supplies, logistics.)
13. Maintenance of job backup plan and documented procedures related to the position
14. Volunteer utilization
15. Other tasks as assigned