

# **FACILITY STAFF JOB DESCRIPTION**

## **MINISTRY DEFINED:**

Facility Staff personnel will be responsible for the appearance, cleanliness, maintenance and security of the building and grounds. It is staff personnel responsibility to see that the Church puts forth a spirit of excellence and that the facility and staff are prepared for every service and event.

## **WORKS WITH:**

Facility Staff personnel will work closely with the Facility Manager and Facility Coordinator to determine the daily needs of the Church environment. Will also work closely with other facility team members including custodial.

## **REPORTS TO:**

Facility Staff personnel will report directly to Facility Manager on a day-to-day basis.

## **SPIRITUAL FORMATION AND ANNOINTING:**

The Facility Team should be an anointed and unified ministry of living to the highest level of moral integrity and faithful attendance of church services.

## **ESSENTIAL FUNCTIONS:**

- Keep the facilities clean, attractive and well maintained, inside and out.
- Set up and take down rooms and spaces as needed for services, classes and meetings.
- Perform minor repairs including but not limited to plumbing, painting, electrical, carpentry, door/lock repair, and immediate temporary repairs in an emergency.
- Maintain attractive grounds, performing basic functions as cutting grass, care of flowerbeds, shoveling snow, and other maintenance duties.
- Keep work/storage areas in a clean and organized manner.
- Perform other tasks and duties as assigned by the Facility Manager.
- Regularly inspect the Church premises for areas of need or concern and report findings to the Facility Manager.
- Support the ministry goals of Eastridge Church through the application of expertise in areas including custodial care and maintenance, building operations, and mechanical systems.
- Work in a safe manner at all times.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- General knowledge of church procedures and Accident Prevention Program.
- General knowledge of building maintenance, general carpentry, plumbing, electrical, and custodial skills and practices.
- Ability to communicate with staff and volunteers on facility needs and uses.
- Ability to lift a minimum of 50 pounds and to have complete mobility to accomplish building and grounds maintenance activities.

**ADDITIONAL RESPONSIBILITIES:**

In addition to the above and as required from time to time, there may be additional areas of for which this position will have the responsibility, as assigned by the Facility Manager, Facility Coordinator or Executive Team.