

# Facilities Staff Job Description

Position Title	Department/Ministry/Location
Facilities Staff	Operations/Facilities
Supervisor Position Title	Weekly Hours
Facilities Manager	1-40
Position Status/ Classification	Ministerial Status
Regular Full-Time or Regular Part-Time non-exempt	Non-ministerial

## **Position Summary:**

Facility Staff personnel are responsible for the overall care and upkeep of the church's facilities and grounds. This position ensures that all indoor and outdoor areas are clean, safe, and welcoming for guests, staff, and ministry teams. Key responsibilities include supporting room setups and teardowns for events and services, maintaining landscaping and outdoor spaces, performing routine cleaning and restocking, and assisting with minor facility repairs. Facility Staff personnel play a vital role in creating an environment that reflects the church's commitment to hospitality, excellence, and ministry support.

## **Essential Duties and Responsibilities:**

The essential functions include, but are not limited to the following:

### **Facility Cleanliness & Maintenance**

- Maintain the cleanliness and overall appearance of all indoor and outdoor areas.
- Ensure all spaces are welcoming, well-stocked, and in good condition for staff, volunteers, and guests.
- Perform routine cleaning after services and events.
- Restock restrooms and other essential areas as needed.
- Manage trash disposal and recycling, including regular dump runs.

### **Room Setup & Teardown**

- Set up and reset rooms for services, classes, meetings, and special events.
- Support ministry-specific setups such as Bible studies, Kids Ministry, Celebrate Recovery, and Go Night.
- Assist with preparation and support for Sunday services.

### **Landscaping**

- Maintain the church grounds, including mowing, trimming, and seasonal landscaping.
- Ensure outdoor areas are safe, clean, and visually appealing.
- Perform trimming, edging, and upkeep around trees and landscaped areas.

### **Minor Equipment Repairs**

- Perform basic repairs and maintenance on facility equipment and furnishings.
- Identify and report larger maintenance needs to the appropriate personnel.

### **Minimum Qualifications (Knowledge, Skills, and Abilities):**

#### **Education:**

- High school diploma or equivalent required; candidates currently enrolled in high school also encouraged to apply.

#### **Experience:**

- At least 1 year of experience in custodial, facilities maintenance, landscaping, or a related field preferred.
- Experience with room setup and teardown for events is a plus.

#### **Knowledge, Skills, and Abilities:**

- Basic knowledge of cleaning techniques, tools, and safety procedures.
- Familiarity with landscaping equipment and tasks such as mowing, trimming, and seasonal upkeep.
- Ability to perform minor repairs on equipment and furnishings.
- Strong organizational skills and attention to detail.
- Ability to follow instructions and work independently or as part of a team.
- Good communication skills and a customer service mindset.
- Physical ability to lift and move furniture, equipment, and supplies (up to 50 lbs).
- Willingness to work flexible hours, including evenings or weekends as needed.

### **Spiritual Requirements:**

- A faithful, growing Christ-follower who is deepening their personal relationship with Christ, models this to others.
- A passionate desire to see people come to know, love and follow Christ in the context of real community.
- In agreement with Eastridge Church's statement of beliefs, values, mission and vision and Eastridge Church's Staff of Faith/Lifestyle Agreement.
- Desires to know and love God and wants to be used by God.

### **Physical Requirements:**

- Ability to lift and carry up to 50 pounds.
- Frequent standing, walking, bending, kneeling, and climbing ladders or stairs.
- Comfortable working both indoors and outdoors in varying weather conditions.
- Manual dexterity to operate tools, equipment, and technology systems.
- Visual and auditory acuity to identify maintenance issues and respond to alarms or safety signals.

### **Employment At-Will:**

All employees of Eastridge Church are at-will, and as such, are free to resign any time without reason. Eastridge Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of

convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Eastridge Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

**Acknowledgment**

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Executive Pastor.

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_