



FACILITIES ASSISTANT POSITION DESCRIPTION

Direct Report: Facilities Manager

Classification / Minister Designation: Non-exempt / non-ministerial

Part/Full-time: Part-time (less than 40 hours per week)

Pay Range: \$17.00 - \$21.00, depending on experience

Days/Hours: Primarily Tuesday through Thursday and Sundays, hours varied based on need; additional days/hours may be required on occasion based on operational needs

Church Membership Required: No

Greenwood Mission Statement: *Forming disciples who love Jesus and follow His way.*

Position Summary:

The Facilities Assistant is responsible for the support of the janitorial and facilities operations for the Church.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Unlock external and internal doors in preparation for onsite services and other organized functions
- Ensure lights are turned on and functioning in each area of the facility prior to each event and arrival of attendees

- Clean and sanitize office (as necessary) surfaces and fixtures and restock supplies midweek
- Restock supplies and ensure trash is removed midweek in all restroom facilities within the building prior to worship services and other organized functions as assigned (may be multiple times within a week)
- Set up/break down coffee stations each Sunday prior to and following worship services, taking note of stock levels and ordering needs each week
- Set out offering boxes prior to worship service each Sunday; collect offering and secure funds as directed following collection
- Perform headcount of attendees during Sunday morning services
- Lock all external doors during second Sunday morning service and at appropriate time after the start of each organized function
- Turn off lights and ensure all appropriate doors are locked following each service and organized function, performing a final walkthrough of the building once the last congregants leave the facility
- Assist with and verify set-ups for various organized functions as instructed weekly (coffee, chairs, tables, lights, doors unlocked, etc.)
- Launder reusable items weekly (such as tablecloths)
- Pull trash in kitchen, bathrooms and other assigned areas and take to the dumpster following organized events and services
- Maintain a catalog of Material Safety Data Sheets (MSDS) for all chemicals used, updating as necessary
- Remain onsite and on-call as requested during weekly organized functions to assist with janitorial and maintenance needs that may arise
- Other related duties as assigned by Supervisor or other member of the leadership/management team
- Support values of the organization through a focus on Competency, Character, Chemistry and Culture

Required Skills/Abilities:

- Ability to multitask
- Flexibility
- Knowledge of and ability to use commercial cleaning supplies and equipment safely
- Attention to detail
- Works well with repetitive tasks and carrying them out each time with a high degree of thoroughness

Qualifications:

- High school diploma preferred
- 1-2 years previous commercial janitorial experience desired
- Food Handler certificate or prior food service experience a plus

Physical Requirements:

- May be required to lift up to 50 lbs on occasion
- Extended time standing, walking and stooping
- Use of appropriate PPE as needed when working with chemicals

I have reviewed this job description and understand the qualifications, duties, responsibilities and skills required for the position.

Employee Signature

Date

Direct Report Signature

Date