

Facility Team Member

Purpose: Working as part of a team to clean, setup, and maintain FAC facilities both inside and out

Accountability: Direct report to Facility Manager

Hours: Hourly, 20-28 hrs./week with the possibility of full time employment

Responsibilities:

- Setup and tear-down of facilities for services, meetings, conferences, events, etc.
- Cleaning of the facilities
- Use and maintain equipment and hand tools for the cleaning and general maintenance and report damaged equipment
- Lock and unlock assigned buildings; secure building when facilities are not in use, checking for unlocked doors and windows, report any unauthorized occupants, turn off lights, etc.
- Report and/or repair maintenance needs
- Attend to emergencies when necessary and report ASAP
- Attend related meetings
- Assist with inventory control
- Support policies established by the Facility Manager
- Other duties as assigned.

Abilities & Requirements:

- **Flexibility** in work schedule and in the types of work required to help the ministries of FAC to flow seamlessly.
- A high school diploma or equivalent
- Ability to learn and implement the proper use of chemicals and equipment
- Ability to clean, reset rooms according to written or verbal instruction
- Able to follow procedures via a check list, verbally or online application
- Must be able to physically lift 65 lbs. or more
- Must be able to stand for long periods of time and be able to bend, stoop, carry, and reach
- Must be able to work outdoors
- Facility experience, basic mechanical and or electrical skills a plus
- Must be pleasant and service-oriented with members, visitors, and staff
- Ability to handle Fellowship Alliance Chapel's information confidentially
- A willingness to learn new skills and or take classes when available to advance and expand areas of responsibility

General Expectations:

- Demonstrates a growing personal relationship with Jesus Christ evidenced by action, attitude, and behavior
- Possesses the spirit of a humble servant of the Lord
- Conducts themselves in a manner worthy of a visible representative of Christ
- Maintains loyalty to our team and church family
- Adheres to policies and procedures as stated in the employee handbook
- Maintains the ability to fully embrace FAC's vision, values, and statement of faith
- Adheres to standards and requirements outlined in the FAC Employee Manual

The purpose of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee holding this position. Employees may be required to perform job-related tasks, within their abilities, other than those specifically presented in this document.