

Walnut Hill Community Church

Position Description

Position: Evening / Weekend Facility Team Member

Reports to: Property Management Director

Hours: Part Time (25 hours per week)

Position Overview:

Walnut Hill Community Church is seeking Custodian/Janitorial support. This is a part-time hourly position averaging 25 hours per week. The successful candidate will be self-motivated with professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and inter-personal skills. The successful candidates must show attention to detail and be able to work with others to foster an environment of teamwork. This person must be able to work independently and as part of a team. They must be flexible, responsible, and relate well to other church staff, congregants and visitors.

Major Responsibilities:

The individuals in this position are responsible for closing of the Bethel Campus, setup and/or breakdown for ministry events, basic cleaning and general maintenance of Church facilities. The successful candidate carries out these functions in a helpful and cheerful manner to all who enter or contact the Church, while meeting the needs of staff, guests, volunteers, and congregants.

The Facility Team Member will maintain tasks as noted below and per the schedule outlined below, although some schedule flexibility may be requested depending on Church activity schedules.

- Monday: 5:00pm-10:00pm
- Tuesday: 5:00pm-10:00pm
- Wednesday: 5:00pm-10:00pm
- Thursday: 5:00pm-10:00pm
- Friday: 5:00pm-10:00pm

Closing of the facilities

- The Facility Team Member assures that the Church is closed according to the published hours of operation.
- Locking and securing the building at the close of hours of operation, to include
 - Assuring the building is clear of guests
 - Verifying all bathrooms are clear and shut down
 - Locking all windows and entryways (or verifying they have been locked previously),
 - Activating the security system before leaving the building.

Ministry Preparation (Setup and Breakdown)

Facility Team Members review the weekly calendar and assure that meeting rooms and other facilities are arranged properly for use prior to the start of an event (worship service, class, meeting, rehearsal and other ministry activities). Based on weekly review of the facility schedule, common duties include:

- Set up furniture and equipment in meeting spaces for use by ministries
- Break down furniture and equipment in meeting spaces after use by ministries
- Respond to immediate cleaning requirements during their scheduled work shift
- Assist church members with special events, i.e. unloading and loading vehicles
- Direct visitors to appropriate locations within the building

Basic Cleaning

- The Bethel Campus is regularly cleaned by a cleaning company. However, Facility Team members work in partnership with the company to maintain building cleanliness. Candidate will be responsible for routine space cleaning in between cleaning company visits and as directed by the facility coordinator, or as determined by the weekly calendar.
 - Facility Team Members also monitor inventory of cleaning supplies and notifies daytime facilities staff so that orders may be placed.

General Maintenance

- Facility Team Members perform light maintenance duties including small repairs as requested by the Property Management Director. They also notify the Property Management Director of any equipment failures or areas in need of major repair

Other Duties

- Facility Team Members should be available to visitors for questions
- Facility Team Members should serve as “eyes and ears”, keeping an overall eye out for security concerns. Any concerns should be reported immediately to the Property Management Director
- Courteously speaking with and directing individuals who may not be familiar with our building, organization.
- Other items task as assigned

Qualifications, Gifts, Strengths

- High school diploma or general education degree (GED)
- One to three years related experience and/or training or equivalent combination of education and experience
- The ideal candidate will have experience in commercial cleaning and the proper use of cleaning methods, materials, and equipment.
- The candidate should have general knowledge in the following areas:
 - Standard cleaning procedures, for chemicals, products, and equipment
 - Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemical and products.
 - Proficiency in reading, speaking, and writing English language.
 - Must show attention to detail and ability to work independently with little supervision

The Facility Team Member must demonstrate the following skills:

- Team player
- Problem solving
- Effective verbal and listening communications
- Time management
- Ability to work with little or no supervision

As an employee of Walnut Hill Community Church, the Facility Team Member represents the church to the community and therefore should display the following personal attributes:

- Professional conduct, appearance, and communication
- Versatility, flexibility, and “high energy” multi-tasking capabilities in work relationships and job function
- Committed focus on service, quality, and safety
- Committed focus on teamwork and orderliness
- Be honest, trustworthy, and respectful of others
- Possess cultural awareness and sensitivity in working with others
- Be comfortable working in an overtly religious setting; being respectful of the beliefs of others
- Demonstrate a commitment to excellence in performing job functions

The Custodial staff reports to the Property Management Director. The Property Management Director sets the overall work assignments, priorities, and deadlines.

The person in this position is expected to work independently and should be a self-starter taking the initiative to perform assigned tasks without constant direction and instruction. Because of the nature of the role, the Facility Team Member must demonstrate flexibility and be able to handle multiple tasks while maintaining a pleasant and helpful demeanor.

As Facility Team Members have access to all areas of the church facility, staff must exhibit a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality.

Working Condition

Physical Demands

- The Facility Team Member position is physically demanding. The custodian must spend the entire time at work standing, walking, lifting, operating medium weight cleaning equipment such as floor buffers; sweeping and mopping floors and moving furniture and emptying and carrying trash bags and other disposable materials to the outside receptacles, climbing stairs and ladders, stooping, crouching kneeling and pushing. The Facility Team Member is required to do a great deal of stretching and bending, often in awkward positions. The position requires the successful candidate to be able to lift up to 70lbs and to be able to manipulate chairs, 6ft tables and other furniture without assistance.

Environmental Conditions

- The custodian will work on a daily basis with dangerous and toxic cleaning products that can be very harmful to one’s health if not properly utilized. In some cases, these products give off unpleasant odors. The conditions of the washrooms may be unpleasant.
- Many of the cleaning materials give off noxious fumes and have powerful odors. If not handled properly, cleaning materials can cause injury, sickness, and/or skin irritations and rashes. Custodians should exercise proper precautions in handling such products.

Walnut Hill Community Church is a non-smoking and drug-free facility. As such, successful candidates must pass drug screening and background checks.

Scheduling

Each Facility Team Member works a set schedule of hours outlined above. The assigned schedule may be augmented by additional hours based on the needs of the Church. This includes work on weekends and holidays to assure coverage during ministry events.

Benefits:

This is a part-time hourly position which does not carry any employer paid benefits.

Interested candidates should send their resume to Nick Barnett at nbarnett@walnuthillcc.org