

Walnut Hill Community Church

Position Description

Position: Sunday Morning Facility Team Member

Reports to: Property Management Director

Hours: Part Time (16-32 hours per month)

Position Overview:

Walnut Hill Community Church is seeking Custodian/Janitorial support. This is a part-time hourly position averaging 16-32 hours per month. 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 opening of the Bethel Campus on Sunday mornings, setup and/or breakdown for ministry events as directed, 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 flexibility may be requested depending on Church activity schedules.

- *Sundays 6:00am-2:00pm – Monthly Sundays schedule to be conveyed at the beginning of each month depending on facility needs*

Opening of the Facilities:

- The Facility Team Member assures that the Church is open at 6:00am on their assigned Sunday.

Responsibilities in preparation for church services & sunday events and ongoing cleaning throughout the day:

- Unlock classrooms and meeting spaces.
- Review for cleanliness all spaces that are to be used during the day and clean as necessary ahead of, during, and after services.
- All bathrooms to be checked for cleanliness, paper stocked and garbage removed prior to start of day and cleaned between services and at the completion of daily services.

- Sanctuary to be tidied between services as needed.
- Garbage throughout church gathering spaces to be checked and removed as necessary.
- Respond to immediate cleaning requirements during their scheduled work shift
- Assist church members with special events, i.e. unloading and loading vehicles
- Lock building and shut down interior spaces at the completion of shift.

Other Duties

- Facility Team Members should be available to people 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 on-site security team.
- Other items/tasks 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 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, 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 Facility Team Member will work 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 and 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 or alternative work hours based on the needs of the Church.

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