

## **Walnut Hill Community Church**

### **Position Description**

**Position:** Interim Facilities Team Member

**Reports to:** Associate Director of Administration

**Term:** Temporary, approximately 5-6 months

**Hours:** Part Time (Up to 25 hours a week — determined based on coverage needs)

---

### **Position Overview**

Walnut Hill Community Church is seeking an Interim Facilities Team Member to provide custodial/janitorial coverage and support for the Bethel Campus for a period of up to six months. This temporary role is designed to ensure continuity of facility operations while also allowing flexibility to meet evolving ministry and operational needs.

This position requires a reliable, self-motivated individual with a strong work ethic, attention to detail and the ability to work well with others. The ideal candidate will demonstrate flexibility, a willingness to take on a wide range of assignments and the ability to work both independently and collaboratively. A positive attitude and strong interpersonal skills are essential, as this role supports staff, volunteers, congregants and guests.

---

### **Position Summary**

The Interim Facilities Team Member will support the day-to-day operations of the Bethel Campus, including opening and closing the facility, event setup and breakdown, basic cleaning, light maintenance, and a variety of other assignments to assist with general facility support.

---

### **Core Responsibilities**

Responsibilities include, but are not limited to:

#### **Facility Operations**

- Work with the Facilities team to ensure that the Church is open according to the published hours of operation.
- Lock and secure the building at the close of hours of operation, ensuring the building is clear of guests, locking all windows and entryways and initiating the security system before leaving the building.

#### **Ministry and Event Support**

- Review facility schedules and prepare rooms for services, meetings and events.
- Set up and break down furniture and equipment as needed.

- Respond to immediate facility or cleaning requirements during a scheduled work shift.
- Assist church members as needed with loading/unloading vehicles during special events.

### **Cleaning and Facility Care**

- Maintain cleanliness throughout the building in partnership with the church cleaning services.
- Perform routine cleaning tasks, such as trash removal, restroom upkeep, vacuuming and surface cleaning.
- Monitor inventory and request restock of supplies as needed.
- Address high-use areas to ensure a welcoming environment.

### **Light Maintenance**

- Perform light maintenance duties, including small repairs as requested by the Property Management Director. Notify the Property Management Director of any equipment failures or areas in need of major repair.

### **General Support**

- Respond to questions and needs from staff and congregants.
  - Maintain awareness of safety and security concerns.
  - Carry out additional duties and special projects as assigned.
- 

### **Qualifications and Skills**

- High school diploma or GED
- 1-3 years of related experience (facility, custodial or maintenance work preferred)
- Working knowledge of cleaning methods, materials and equipment
- Ability to understand and follow safety procedures and product instructions
- Strong attention to detail and ability to work with minimal supervision

### **Key Skills**

- Flexibility and adaptability
  - Strong time management and problem-solving abilities
  - Effective communication and teamwork
  - Willingness to take on varied assignments
- 

### **Personal Attributes**

As a representative of Walnut Hill Community Church, this individual should demonstrate:

- Professionalism in conduct, appearance and communication
- A service-oriented and team-focused attitude
- Integrity, trustworthiness and respect for others

- Sensitivity to working in a church environment
  - A commitment to excellence, safety and hospitality
- 

## **Working Conditions and Physical Requirements**

This role is physically active and includes standing, walking, lifting (up to 70 lbs.), moving furniture, climbing stairs/ladders and operating cleaning equipment. The position may involve the use of cleaning chemicals and requires adherence to safety guidelines.

---

## **Additional Information**

- This is a temporary, part-time position with no benefits.
- Schedule may include some evenings and weekends as needed.
- Hours may vary based on facility and ministry demands.
- Employment is contingent upon successful background check and drug screening.