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**Facilities Team Member**

Part-time

**Position Type:** Non-Exempt

**Category:** Regular, Part-time position (10-12 hours per week)

**Classification:** G

**Reports to:** Facilities Manager

**Job Summary:**

The Facilities Ministry support the ministries and mission of Brentwood United Methodist Church by keeping the facilities clean, safe, and well-maintained in addition to performing room set-ups and teardowns for various meetings and events.

**Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Responsibilities**

* Provide customer service to staff and congregation during events and other activities
* Complete daily work assignments in a timely and accurate manner
* Ensure meeting rooms are clean and set correctly prior to scheduled events to include set up and tear down tables, chairs, and other equipment for classes, meetings, and events
* Collection and disposition of trash
* Handle unloading and stocking of church supplies
* Performs limited grounds maintenance such as debris clean-up or cleaning snow from and spreading salt on sidewalks
* Close church facility as needed for regular building hours and special events
* Communicate with facilities management about any work that requires outside expert assistance
* Be alert to campus security as persons enter and exit church property following proper protocols as directed
* Respond to building emergencies when onsite
* Comply with all OSHA safety and health regulations while following BUMC policies and procedures
* Other duties as assigned

**Competencies**

* Able to follow written and verbal instructions from manual, documents, and supervisor
* Works well under direct supervision and independently
* Good interpersonal skills and ability to communicate effectively and courteously with staff and volunteers
* Dependable, responsible, and self-motivated with a strong work ethic
* Must have a cheerful and positive attitude and approach work with a servant heart
* Ability to perform well in a fast-paced environment

**Education and Experience Requirements**

* High School Diploma or GED required
* Training or degree from a technical college a plus
* Two (2) – Three (3) years of maintenance experience preferred

**Tools & Skill Requirements**

* Basic knowledge of cleaning procedures preferred
* Working knowledge of standard cleaning tools – vacuum, floor buffer, cleaning chemicals, etc.
* Working knowledge of standard hardware – basic hand tools, power tools, painting tools, etc.

**Work Environment**

This job operates in a church building environment that provides space for employee offices, classes, childcare, worship, and other indoor and outdoor large events. This role routinely uses standard cleaning and maintenance equipment.

**Physical Demands**

While performing the duties of this job, the employee will work inside the church building and outside on the grounds. Position requires employee to walk, reach, bend, stoop, kneel, crawl, climb and stand for extended periods of time.  Position also requires the ability to lift 50 pounds, work from a ladder, and have complete mobility throughout the building and on the church grounds.

**Expected Hours of Work**

Days and hours of work may be scheduled Sunday – Saturday, 16-19 hours per week, routinely between 3p and 9p. Position may be asked to work additional hours during certain projects. Evening and weekend work required.

**Travel**

There is usually no travel required for this position. If there is travel, it will be local and during the workday.

*The above statements are intended to describe the general nature and level of work being performed*

*by individuals assigned to this position. They are not intended to be an exhaustive list of all duties,*

*responsibilities, and skills required of personnel so classified.*