

# Meetinghouse Church Position Description

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**Position:** Facilities Staff

**Reports To:** Facilities Manager

**Direct Reports:** None

**Classification:** Part-time, non-exempt

Includes weekends, day/night hours, on call availability

**Pay Range:** \$19/hr - \$20/hr

**Benefits:** Eligible for PTO when regularly scheduled to work at least 20 hours per week

## ***Meetinghouse Church Core Values***

### ➤ **Welcome**

*Welcome, Beloved*

### ➤ **Risk**

*Risk Together the Messy Path of Faith*

### ➤ **Wrestle**

*Wrestle with the Tensions in God's Word & World*

### ➤ **Immerse**

*Immerse in Sacred Spaces & Rhythms*

### ➤ **Do Good**

*Do Good for Christ's Sake*

**Role:** This position provides janitorial and custodial maintenance and cleaning tasks required, ensuring the cleanliness, sanitation and safety of the church facility. This position will also include room set-ups for rental groups in the facility.

## **Responsibilities:**

1. Performs daily and periodic floor cleaning and vacuuming tasks in areas having carpet, resilient tile, quarry tile, concrete and wood, using hand and powered cleaning devices.
2. Dust and cleans vertical and horizontal surfaces, including but not limited to: masonry, fabric, upholstered, furniture, glass, windows, walls, doors/hardware, hard surfaces, wood and plastic laminate desks, counter and work surfaces, play and nursery areas including children's toys. Cleans and sanitizes toilet rooms, fixtures and kitchen facilities.
3. Selects and uses cleaning materials and equipment appropriate to each specific task and conditions and ensures safe and effective application in accordance with label and product's data sheets instruction and warnings. Uses appropriate clothing and equipment to meet health and safety standards.
4. Removes and disposes of routine building waste and trash, including proper disposal of confidential waste.
5. Works with others in a team environment, accepts directions from supervisor or lead, and follows standard cleaning procedures.
6. May be assigned the role of restocking supplies and restocking cleaning supplies.
7. Performing light maintenance including, but not limited to, changing light bulbs or light special products.

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## **Core Strengths Needed for Success:**

- Organizing and problem solving
- Time management
- Ability to work independently
- Strong interpersonal, communication and customer service skills
- Understanding of safety procedures

## **Core Attributes Needed for Success**

- Demonstrated commitment to the Christian faith, and alignment with the vision and values of Meetinghouse Church.
- Flexibility and Resourcefulness
- 2+ years of custodial or comparable experience

## **Physical Requirements**

- Navigate the 88,000sq ft building
- Use cleaner and maintenance equipment
- Climb ladders
- Lift up to 50 pounds
- Work indoors and outdoors