

JERSEY CHURCH

JOB DESCRIPTION for BUILDING SERVICES TECHNICIAN

Position

Building Services Technician

Hours

Part-time (15-20 hours a week, Non-Exempt)

Reports to

Building Services Lead

Purpose

The Building Services Technician is a non-exempt (eligible for overtime) position with Jersey Church. The specific regularly scheduled hours and workdays associated with this position may include weekdays, weekends, evenings and holidays as required to meet the needs of the church's ministries. The Building Services Technician's schedule will be determined by the Building Services Lead and/or the Facilities Manager.

The essential purpose of the Building Services Technician is to clean the church owned facilities. This document represents those duties that are essential to the Building Services Technician's ability to fulfill the requirements of his/her position. Additional duties and responsibilities may be assigned as necessary and as directed.

Expectations

The Building Services Technician is expected to be a highly motivated, self-starter who is able to work in a mutually respectful setting with other staff, lay leaders and volunteers.

The Building Services Technician must also have a demonstrated ability to foresee and proactively resolve problems within the area of his/her job-related responsibilities with a minimal amount of direct, day-to-day supervision.

This ability necessarily requires demonstrated initiative, a desire for excellence, a positive work ethic and the flexibility to respond to needs throughout the accumulated church facilities. To do so requires good physical condition as well as the ability to lift heavy objects and climb ladders when necessary to complete tasks.

Duties & Responsibilities Include

- The Building Services Technician is responsible for utilizing software systems and calendars to stay up-to-date with all day-to-day and week-to-week events and activities.
- Maintain security of buildings by locking and/or unlocking of the building;
- vacuuming;
- general cleaning;
- spot cleans carpets and otherwise removes stains;
- sweeping;
- mopping;
- washes, cleans, disinfects bathrooms, mirrors, and water fountains;
- dusts;
- replaces paper towels, toilet paper, soap, and hand sanitizers;
- replaces burned out lamps;
- recycles as appropriate;
- gathers and disposes of trash;
- sets up chairs and tables for meetings and events;

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- washes and cleans windows inside and out;
- sweeps walkways, removes litter, leaves and other debris;
- removes snow from steps and sidewalk with church owned equipment
- applies ice control substances to entrances of all buildings as necessary;
- other duties as assigned.

Performance Measurement

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Administration Pastor and in harmony with the church's purpose, core values and annual leadership priorities.

Education Desired

- No formal education required

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, bending, lifting, balancing, walking, stooping, kneeling, crouching, crawling, and handling of materials.
- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Ability to lift/carry, up to approximately 50 pounds frequently, and occasional lifting/carrying of equipment weighing up to approximately 75 pounds may be required
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)

Other

- Conservative theological views
- In complete agreement with Baptist Faith and Message
- Alignment with Jersey Church vision
- Must be a member and regular attender of Jersey Church
- Must maintain confidentiality and trust in all church matters
- A background check and drug screen will be required