



# CORAM DEO

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## BIBLE CHURCH

### JOB DESCRIPTION

#### Facilities Maintenance (Part-time)

**SUMMARY:** The Facilities Maintenance individual will setup and clean various rooms within the building, assist facilitating events, and securely close the facility.

**REPORTS TO:** Lead Facilities Coordinator    **STATUS:** Hourly/PT    **SUPERVISORY ROLE:** No

**QUALIFICATIONS:** This individual must be spiritually mature, humble, flexible, trustworthy, and willing to follow, and have a strong devotion to helping and serving others. Must be able to self-sufficiently setup rooms for events (which includes being able to lift and move tables, chairs, and other items safely around the facility), to clean up various areas of the facility, and to work with pastors and directors to facilitate varied events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

- Prepare rooms for ministry activities and events, including the setup and tear down of rooms
- Clean various rooms and areas throughout the facility and prepare the facility for services and events
- Assist pastors, directors, and staff to facilitate events such as weddings, funerals, and sports
- Must be able to self-sufficiently setup rooms for events (which includes being able to lift and move tables, chairs, and other items safely around the facility)
- Securely lock up the facilities at the end of the shift

**PHYSICAL REQUIREMENTS:**

- Lifting and carrying up to 50 lbs.
- Must be able to stand for extended periods – up to 8 hours
- Ability to push up to 50 lbs.

**WORK SCHEDULE:**

This position is primarily for evening hours from approximately 5:30pm to 9:00pm, 1 to 2 nights per week, as needed. Additional hours may include Saturday, with hours typically 8:30am to 5:00pm on a rotating basis, with a little flexibility to work earlier and/or later depending on that Saturday's events. There are also varied opportunities for additional hours through the week, or for special events, where additional facility staff is needed. Non-emergency time off requests must be submitted 30 days in advance.

**IN GENERAL:** This person will do what is necessary to fulfill the mission and initiatives of Coram Deo Bible Church.

This job description was updated in February 2023 and is subject to review and revision, as needed. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.