

Job Title: Facilities-part time

Job Status: Regular, 20-24 hrs a week, nonexempt (includes evening and weekend hours)

Ministry Area: Operations

Reports to: Facilities Director

Last Updated: April 2022

Summary of role: Provide tangible support and assistance to ministry areas by setting up and tearing down rooms for onsite events. Maintain the assigned cleaning schedule for the building, respond quickly to cleaning needs that arise and perform other maintenance duties as needed.

What this role looks like:

- Deep clean rooms. Collect and remove trash and recycling.
- Maintain daily cleaning logs.
- Clean restrooms and maintain an adequate supply of soap, toilet articles, towels and other supplies in proper containers.
- Sweep, mop, and/or wax floors; dust furniture and shelving; wash walls and windows and vacuum carpets.
- Prepare facilities for special use as requested by Facilities Director.
- Make requests to Facilities Director for cleaning and maintenance supplies and equipment as needed.
- Follow the procedures to open or close building when scheduled.
- Set-up chairs and other equipment on time and as requested in ServiceU Event Management system.
- When required, check in with the event coordinator before the event begins to see if additional assistance is needed.
- Perform duties including landscape maintenance, snow removal and other outdoor tasks.
- Make minor non-technical repairs to the building and equipment as directed.
- Work collaboratively with other team members both within facilities team as well as with other ministry areas.
- Perform other duties as assigned by supervisor.

What's needed for this role:

- Customer first approach; positive collaboration with other ministry areas.
- Willingness to be a part of the vision and mission of Church of the Open Door.
- Strong attention to detail.
- Basic computer skills.
- Self motivated; able to work independently.
- Proven organizational and problem solving skills.
- Employee must be able to move freely throughout the building; able to regularly lift 35 pounds; have a valid Minnesota Driver's License. Note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

What's nice to have but not critical:

Intermediate computer skill using Microsoft Office suite and database entry.

The bigger story:

You are part of a larger story! Join us on the journey of becoming fully alive in our relationship with God through prayer, the leading of the Holy Spirit and grounded-ness in the word of God. We are in this together and you will be joining a larger team that links arms to serve our church family inside and outside our walls. We seek to live out our vision and mission knowing that we haven't arrived, but we are in the process of becoming like Jesus.