

Job Title: Facility Staff, part-time (permanent)

Job Status: permanent, part-time, non-exempt, (16 hours per week), Variety of shifts available.

Ministry Area: Operations

Reports to: Facility Manager

Reports to this Position: None

Last Updated: June 2019

Position Summary:

Set up and tear down rooms for onsite events & meetings. Maintain the assigned cleaning schedule for the building, respond quickly to cleaning needs that arise and perform other maintenance duties as needed. Provide ongoing facility support to the church's tenant Minnesota Excellence in Learning Academy (Charter School).

Position Responsibilities:

- Deep clean rooms. Collect and remove trash and recycling.
- Maintain daily cleaning logs.
- Clean restrooms accordingly 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 Facility Manager and assist when facilities and arrangements are needed for regular and special events.
- Make requests to Facility Manager 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 as requested in event management system.
- When required, check in with the appropriate individual in charge of the event before it begins to see if additional assistance is necessary.
- Perform other duties as assigned by supervisor.

Essential Skills and Experience:

- Strong attention to detail.
- Basic computer skills.
- Strong customer service skills for staff and community interaction.
- Self-motivated; able to work independently.
- Proven organizational and problem solving skills.

Nonessential Skills and Experience:

- Intermediate computer skill using Microsoft Office suite and database entry.

Organizational Commitment:

- Support the vision, values, and mission of Church of the Open Door.

Physical demands and work environment:

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 functions.*