Facilities Attendant

Reports to:	**Director of Facilities**
Directly Supervises:	**N/A**
Status:	**PT with benefits (25-30 hours per week)**
FLSA:	**Non-Exempt (hourly)**

Summary

Under general supervision of the Director of Facilities, the Facility Attendant is responsible for the opening and closing of the facilities, setting up and taking down rooms, supervising varies events that go on within the church, performing light custodial work, performing general maintenance support work, and performing other related duties, as required in and outside the building. This position will be required to work some evenings and weekends.

Essential Functions:

- Communicates and collaborate effectively with supervisor and staff.
- In conjunction with other facility staff, ensure that the facility is locked/open as directed, at the time specified by calendar events or by the Director of Facilities.
- Light cleaning and maintenance as prescribed by Director of Facilities.
- Correct setup and take down of tables, chairs, and other equipment.
- Proficiently operate equipment for cleaning, and maintenance care of facility and grounds.
- Supervise various events and plan accordingly to ensure they are set up, taken down, and ready at appropriate times.
- Perform related duties as required by staff or Director of Facilities.
- Collaborates with Supervisor for minor repairs of equipment, facility needs and furnishings in the absence of the Director of Facilities.
- Proficient in reading, writing, and communicating with others.
- Ability to focus and prioritize tasks without supervision.
- Ability to use technology, including the electronic master calendar and email.

Core Competencies:

- **Rooted in Mission:** Demonstrates personal rootedness in God's graceful mission and professional support of the mission, vision, and values of Bethlehem Lutheran Church. Can communicate these to others.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts instruction. Demonstrates a kind and hospitable demeanor.
- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation toward cleanliness and orderliness of space, appreciates the value of and need for sacred space and knows how to physically tend to it.
- **Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences, responds to situations with constancy and reliability.

- **Personal Resilience:** Can effectively cope with change and uncertainty, can shift gears comfortably, and is flexible.
- Be able to collaborate with co-workers and volunteers using a teamwork approach.
- Ability to plan and manage time effectively to accomplish tasks and solve challenges.
- Possess effective decision-making ability
- Ability to complete tasks as assigned with minimal direction.
- Be trustworthy and maintain confidentiality with respect to the lives of people, the work of the pastors, co-workers and members.

Other Responsibilities:
- Able to identify and follow directions in setting-up rooms and facilities for programs and events at appropriate times
- Establish and maintain effective working relationships with those contacted in the course of work
- Establish and maintain building safety and security
- Able to be flexible with days/hours during schedule changes

Minimum Qualifications:
- High School degree or equivalent
- Valid class one drivers license
- Reading, writing, and communicate proficiently
- Basic computer skills to receive, send, and read emails/online calendars.

Physical Requirements:
- Sufficient health and stamina to stand, walk and reach with hands, lift and/or move up to 60 pounds and ability to move heavy equipment and furnishings.