



## **JOB DESCRIPTION**

<b><u>Date:</u></b>	Aug. 17, 2021
<b><u>Position/Title:</u></b>	Facilities Team Associate
<b><u>Reports To:</u></b>	Facilities Manager
<b><u>Has Reporting To:</u></b>	NA
<b><u>Employment Status:</u></b>	Part-time
<b><u>FLSA Status:</u></b>	Non-Exempt
<b><u>Hourly Wage:</u></b>	\$18/hr.
<b><u>Hourly Requirements:</u></b>	Friday 4:00- 10:00 pm; Saturday 10am – 10:00 pm. Sunday 3:00 – 10:00 pm
<b><u>Employment Relationship:</u></b>	Employment-at-Will Relationship

### **Position Summary:**

This position entails cleaning of rooms and public areas, setup of tables, chairs and equipment, observational skills in line with weekend/evening security requirements, and ability to handle special projects of a facilities-related nature. It requires a person who is in good physical health and strength, is trustworthy and dependable, is self-motivated and can work with minimal supervision, and is able to make judgment decisions with consistency and integrity and communicate them to the public with firm kindness.

### **Position Responsibilities:**

- Perform church custodial functions including cleaning tile floors, carpets, windows, walls, furniture, and restrooms, emptying trash and sundry other cleaning duties.
- Prepare rooms on a timely basis for their scheduled use including but not limited to set-up and take-down of chairs, tables, and other event-related equipment.
- Assist with inclement weather issues that affect facility operations.
- Periodically tour building during working hours to ensure security of the facilities.
- Perform other duties as needed or requested.

### **Position Qualifications:**

- Able to articulate an identifiable salvation experience and demonstrates a willingness to grow spiritually and professionally.
- Self-motivated, able to manage time, and meet multiple deadlines.
- Detailed, adept at problem solving, and strives for excellence.
- Good communicator who is team-oriented, fun to work with, and open to input from others

- Possess the ability to independently perform the required duties in a professional and timely manner.
- Able to plan and organize daily work routine and establish priorities for completion of required workload.
- High school degree
- Possesses a high level of physical strength, stamina and energy.

**Physical Demands & Negotiated Accommodations:**

<b><u>ACTIVITY</u></b>	<b><u>REQUIREMENT</u></b>
<b>Sitting:</b>	Infrequently;
<b>Standing:</b>	Must be able to remain on feet for the majority of hours.
<b>Walking:</b>	Required continuously.
<b>Bending:</b>	Required frequently.
<b>Climbing:</b>	Required to use ladder on occasions.
<b>Reaching:</b>	Required frequently.
<b>Pushing/Pulling:</b>	Required continuously.
<b>Lifting:</b>	Must be able to lift 70 lbs. – Required infrequently.
<b>Carrying:</b>	Must be able to lift and carry 70 lbs. – Required infrequently.
<b>Balancing:</b>	Must be able to work from ladders and on wet floors.
<b>Rotation/Twisting:</b>	Required frequently.
<b>Hand/Wrist Motion:</b>	Required frequently to use equipment, brooms and mops.
<b>Sight:</b>	Required continuously.
<b>Hearing:</b>	Required continuously.
<b>Speaking:</b>	Required occasionally.
<b>Environmental Conditions:</b>	Must be able to handle chemical cleaners, soaps, solvents, etc.

**Position Expectations:**

LWCC expects all employees to work in accordance with the standards set forth in the LWCC Staff Handbook, and LWCC retains the sole right to exercise all managerial functions.