

## Job Description for Facilities Support Staff

### Expected Work Schedule:

This position may be either full or part-time, depending on applicant experience and availability.

### Organizational Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- † Perform quality work within deadlines with or without direct supervision.
- † Interact professionally with other employees, the clergy, and congregants.
- † Work effectively as a team contributor on all assignments.
- † Be self-motivated and can understand directions and accomplish tasks with minimum supervision.
- † Exude warmth, friendliness, and empathy; go out of the way to make everyone feel valued and well-supported;

### Position Purpose

The Facilities Support Staff Position will be responsible to maintain efficient and smooth operation of Fountain City United Methodist Church.

### Responsibilities/Duties/Functions/Tasks

1. Responsible for basic cleaning and maintenance of church building in accordance with proper cleaning procedures and as directed. Maintain physical space, ensuring a safe, clean, and functional environment.
2. Responsible for repairing and maintaining of church building, furnishings, equipment and campus grounds. Ensure that equipment used for repairing and maintaining buildings and grounds are working and in good condition.
3. Receives, manages, and processes work order requests; ensures problems are resolved quickly.
4. Be able to answer questions and provide direction for members and guests; If unable to provide immediate answers, direct to appropriate supervisor;
5. Set up and tear down of events; Work with other Facility staff to learn correct procedure for set-up, tear down and maintenance projects;
6. Time flexibility: Assist with special events or classes as needed;
7. Help maintain landscape, flower beds, shrubs and trees, parking lots, sidewalks;
8. Building security: Responsible for security of church building, which may include opening and/or closing of and securing building and grounds on weekdays and/or weekends.
9. Familiarity with ADT security system, fire alarm system, basic computer operation and network, and various HVAC systems operation
10. Work with volunteers as needed to accomplish larger projects;
11. Inform Facility Manager of daily needs, problems and feedback
12. Performs other related duties as assigned.



The above summary of duties represents major tasks and duties, and is not intended to be an exhaustive list of all responsibilities. The individual may perform other related tasks and training under the direction of Facilities Manager.

### **Qualifications**

- † Prolonged periods standing and walking throughout facilities.
- † Must be able to lift up to 45 pounds at times.
- † Must be able to bend, lift, stretch, climb, and crawl to maintain equipment and buildings.
- † Must be able to perform work in a variety of weather conditions.

### **Special Position Requirements**

- † Related experience preferred.
- † Can support the values and beliefs of Fountain City United Methodist Church.

### **Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.