



JOB DESCRIPTION

Title: Facilities Maintenance I

Staff Category: Part-Time Facilities

Supervisor: Diana Bermudez

Works Hours: 15-20 hours weekly

POSITION SUMMARY

Community Christian Church is a vibrant, growing church called to impact our world with the love and message of Jesus Christ. To apply, you must be committed to making Community Christian Church your church home, the place where you worship and serve.

We're seeking a talented, experienced Christ-Following Facilities Maintenance I to join our Facilities Team at Community Christian Church, working 15 -20 hours to ensure that the church facilities are maintained and kept in good operating condition. Their responsibilities will include cleaning buildings and rooms and assisting with the setup and breakdown of church events. As a Facilities Team Member, you must work Saturday, Sunday, and some evening hours. The employee's hours must be flexible.

We are looking for:

- Good work ethic, self-motivated, energetic, disciplined, fast learner and attention to detail
- Organized, multi-tasking, and innovative
- Flexible and takes direction well.
- Team spirit with a positive "can-do" attitude
- Ability to solve problems & work under pressure
- A willingness to work within church policies.
- General skills in building and property maintenance

ESSENTIAL RESPONSIBILITIES:

- Assist with AV issues during shift
- Secure the facilities after events

- Organize and clean out storage units and buildings.
- Work with and guide volunteers who may be assigned to accompany staff with projects.
- Provide facility coverage during some evenings and weekend services.
- Comply with all safety and health regulations
- Keep an inventory of cleaning supplies and equipment.
- Diagnose and troubleshoot issues.
- Work to present excellent, memorable, and glorifying tasks to God.
- Perform other duties assigned by the Director of Facilities.

RESPONSIBILITIES BY AREA:

- **General cleaning of building & grounds**
 - Trash & palm frond pickup around the building, grounds, and playground
 - Inside trash removal
 - Tiled & carpeted floors
 - Glass windows/doors/mirrors
 - Classrooms, nursery, Auditorium, offices, hallways
 - Maintain cleaning & expendable (paper products, soap, etc.) supply levels
 - Order and stock supplies as needed
- **Periodic cleaning tasks**
 - Carpet spotting & machine extraction
 - Stripping, waxing & buffing of vinyl tile floors
 - Tile & grout cleaning
 - Sidewalk pressure cleaning

PHYSICAL AND OTHER REQUIREMENTS

- Ability to lift up to 75lbs, bend, kneel, crawl, work on ladders, etc., to meet the physical demands of the position.
- Ability to climb stairs, walk a distance between the Main and NextGen Building
- Lighting (bulb & ballast replacement, exit signs, emergency lights)
- Must be able to climb 12' ladder
- Ability to stack Tables and Chairs
- Outdoor tasks (entryways cleanliness, and control, etc.)
- Painting
- Set up & arrange tables & chairs for classrooms, meeting rooms and events.

EDUCATION

- **A high school diploma or GED equivalent is required.**