

JOB DESCRIPTION

Title: Facilities Maintenance I	Status Category: 5
Department: Facilities - 980	Staff Category: Part-Time - Facilities
Supervisor: Diana Bermudez	Pay Method: Hourly
Work Hours: 15-20 hours weekly	Job Description Updated: 10/05/2022

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.**

EMPLOYMENT AT-WILL

All employees of Community Christian Church (CCC) are at-will, as such, are free to resign any time without reason. CCC likewise retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor, or employee of CCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks.

It is required that all CCC staff members are in agreement with the vision, values, and Statement of Faith of CCC and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook. Those who serve the Lord at CCC are expected to embrace a high biblical standard of personal conduct and lifestyle, both public and personal.

Employee Signature: _____ Date Signed: _____

Supervisor Signature: _____ Date Signed: _____