



# Community

CHRISTIAN CHURCH

## JOB DESCRIPTION

**Title:** Facilities Team Member

**Staff Category:** Full-Time Facilities

**Supervisor:** Diana Bermudez

**Works Hours:** 30-40 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-Follower Facilities Cleaner to work 30-40 hours weekly and some Sundays to ensure that the church facilities are clean and in good operating condition. Their responsibilities will include cleaning the NextGen and Auditorium Building and working closely with the Facilities Team Members.

### **We are looking for:**

- Good work ethic, self-motivated, energetic, disciplined, fast-learner and attention to detail
- Organized, and able to multitask when necessary
- 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.
- Ability to lift up to 50lbs, bend, kneel, crawl, work on ladders, etc., to meet the physical demands of the position.
- Clean record – Background check required.

### **ESSENTIAL RESPONSIBILITIES:**

- Organize and clean out storage units and buildings.

- Cleaning of the NextGen and Auditorium Building:
  - Clean Restrooms, Classrooms, Nursery, Auditorium, Offices and Hallways
- Work with and give guidance to volunteers who may be assigned to accompany staff with projects.
- Comply with all safety and health regulations
- Keep an inventory of cleaning supplies and equipment.
- Diagnose and troubleshoot issues.
- Perform other duties assigned by the Director of Facilities.
- Secure the facilities after events
- Provide facility coverage during some evenings and weekend services.
- Work to present excellent, memorable, and glorifying tasks to God.

### **RESPONSIBILITIES BY AREA:**

- **General cleaning of building & grounds**
  - Trash 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.**