



**POSITION: FACILITIES SUPPORT STAFF**  
**ACCOUNTABLE TO: DIRECTOR OF FACILITIES**  
**RESPONSIBLE FOR: FACILITIES**  
**HOURLY-NON-EXEMPT FTE**

**OUR VISION:** Central Christian Church seeks to be a body of disciples who bring glory to God in all things according to Scripture – worshiping him, equipping His people, and evangelizing the world – as we eagerly anticipate the restoration of heaven and earth under one head, Christ the king.

**Position Summary:** With administrative direction, The Facilities Support Staff will assist with event functions, general maintenance, and housekeeping, in support of Central Christian Church ministries.

**Responsibilities:** The Facilities Support Staff will assist with event set-ups, break downs, along with a variety of cleaning activities such as sweeping, mopping, dusting, and polishing. Ensuring all rooms are cared for and inspected according to standards. Protecting equipment and making sure there are no inadequacies while supporting the needs of the ministries.

**Essential Task:** The Facilities Support Staff will assist and lead with various tasks, but not limited to the list below.

- Oversee event setup and teardown operations during weekday operations.
- Control building access through unlocking/locking doors per event schedule.
- Monitor maintenance phone and respond to customer requests as needed.
- Monitor heat and air units are functioning within set points.
- Notify first shift lead of staffing needs resulting from event load changes with event needs.
- Notify first shift lead of no shows, unscheduled events, maintenance issues, safety incidents, or other concerns through tie-in emails or by phone if necessary.

#### **Event Procedures**

- Event rooms and access halls should be clean, trash cans empty, dispensers replenished and operational, and doors propped open as needed.
- Nearby restrooms should be reasonably clean, trash emptied, and dispensers replenished and operational.
- Doors unlocked and locked according to event schedule.
- **General**
  - Tie in with Lead.
  - Check all set ups for the day and for the following day.
  - Setup for evening events
  - Check and Setup for Monday events not completed by 2cnd shift.
  - Clean, sweep, and mop Maintenance area
- **Chapel & Chapel Hallway**
  - Empty Sound Booth trash
  - Vacuum stage, steps, aisles, in between pews, and sound booth as needed.



- Check and clean Parlor restrooms.
- Check and clean Chapel hallway.
- **Pre-event status**
  - Set up special requests per 1<sup>st</sup> Shift Lead
  - Restock and spot clean all restrooms.
  - Open entry one admin doors at 9am. Lock admin doors at entry one at 5pm.
- **Narthex, Baptistry, Cry Room, Deacon's Room, Nursery, Crown Restrooms, Crown Room, C-wing Restrooms**
  - Empty trash: replace liners and clean cans as needed in all areas.
  - Spot vacuum/sweep and all areas
  - Spot clean all areas.
  - Restock and spot clean all restrooms.
  - Remove soiled towels from baptistry and place in maintenance area.
  - Check and replace burnt out bulbs in wall washer and stain glass cross.
  - Assist in snow/ice removal and salting as needed.
  - Secure gates to baptismal and lock baptistry doors
- **CCA**
  - Reset, empty trash, and spot sweep/vacuum classrooms as needed.
  - Reset, empty trash, and spot sweep/mop.
  - Reset, spot sweep, floor keep MPR.
  - Back up and check: Restock and clean C Wing, Crown, and B Wing restrooms as needed.
  - Back up and check: Reset, remove trash, dust mop, and floor keep Central Court as needed.
  - Back up: Setup JNA lunchroom in South Central Court
  - Roach/vacuum CCA/JNA halls as needed.
  - Empty entry trash cans and replace liners as needed.
- **Gym**
  - Empty trash cans: replace liners and clean cans as needed.
  - Remove all trash (cups, bottles, etc.) from gymnasium.
  - Clean and polish water fountains
  - Straighten misc. items stored on perimeter floor and removed items from weekend events.
  - Dust mop gym wood floor and sweep perimeter floor.
  - Spot mop wood floor and perimeter floor
  - Vacuum carpet floor mats as needed.
  - Restock and clean locker rooms.
  - Empty trash, sweep, and spot mop G-5

**SPIRITUAL:**

Has accepted Christ as his/her Savior and will accept the Central Christian Church 8-point statement of faith.

**REQUIRED KNOWLEDGE:**

Proficient in Office 365

**EXPERIENCE REQUIRED:**

General maintenance and housekeeping

**SKILLS/ABILITIES:**

- Hospitality: Generates a sense of hospitality by their very presence; communicates with a sense of warmth, openness, and approachability; fosters natural connections between members of the church, school, and visitors.
- Interpersonal Skills: Establishes good working relationships with all levels of the organization.
- Attention to Detail: Keeps the larger picture in mind while tending to the smallest of details.
- Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; seizes opportunities; sets demanding but achievable objectives for self.
- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent in communication; and responds to situations with constancy and reliability.
- Team Player – Reaches out to peers. Overcomes “we – they.” Approachable. Leads peers to do what is best for the organization.
- Conflict Management – Understands natural forces of conflict and acts to prevent or soften them. Effectively works through conflicts to optimize outcome. Does not suppress, ignore, or deny conflicts.
- Drive – Exhibits energy, a strong desire to achieve, and a high dedication level.
- Multi-Task –Oversee several people at the same time. The ability to do several tasks is imperative.
- Self-Motivated – The lead Pastor believes in his staff. He is not looking to micro-manage a ministry. He is looking for someone that has an intrinsic motivation to give and do his or her best.
- Relational – The ideal candidate should be able to relate to, connect, and engage with children, teens, and adults from all different backgrounds.

**Ministry Expectations:****As a staff member of Central Christian Church, I commit to the following:**

1. Care for my own soul – spiritually, physically, emotionally, and intellectually
2. Care for my own family – spiritually and emotionally
3. Exemplify a godly life in public and private.
4. Handle conflict Biblically
5. To repent quickly of any revealed sin
6. Be above reproach in all relationships, protecting against appearance of inappropriate behavior with the opposite sex.
7. Strive to be a humble, servant leader worth following.



8. Be loyal to vision and leadership – speaking positively and fiercely protect both peers and eldership but not overlooking or ignoring wrongdoing. (In no way is this intended to contradict accountability. In any circumstance of wrongdoing or inappropriate behavior of any kind, you are to follow the appropriate communication lines as laid out by the form chart and policy manual).
9. To put the best interest of the Church always before mine or my personal ministry
10. Be a multiplier of disciples and leaders – Equipping the saints, who will replace you?
11. Make every effort to establish a “team environment” bringing others into conversations and inviting open dialog.
12. To strive to shepherd people with gentleness and love through change, good times, and difficult times
13. Faithfully and compassionately care for people.
14. Be a learner with a teachable spirit – actively pressing yourself to learn new things.
15. To give my best effort and strive for excellence.
16. To be a servant of the Church in the workplace willing to step in when and where necessary.
17. To acknowledge communication quickly, even if the answer is not known, with an estimate of when you can respond more fully.

**Working Conditions:**

The ability to work in adverse weather conditions which could include, but not limited to hot, cold, dry, moist, and slippery environments. Other environmental factors could be surface noise, lighting, vibrations, and smell.

**Physical Requirements:**

The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, or carry for a duration of time. Ability to lift 75 pounds. The ability to use fine motor skills including tactile while performing a task.

**Direct Reports:****ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the position of Facilities Support Staff, and I certify that I can perform these functions.

Employee/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_