

Maintenance / Set-Up / Security Position Description

General Duties:

To serve the Lord and the church by insuring that all facilities are open and prepared for use as scheduled and to provide maintenance and/or custodial work as directed or necessary. The position requires regularly scheduled weekend duties.

Reports To: Coordinator of Buildings and Grounds

Specific Duties:

- Open and close the building and perform security checks.
- Ensure proper set-up and tear down of rooms and equipment according to the Building Use Forms with direction from supervisor.
- Work with parishioners as well as with cleaning crew to coordinate daily tasks.
- Maintain all church facilities and equipment in a clean, useable and secure condition.
- Provide directions to visitors and members as needed for their events.
- Follow all fire, safety and other governmental ordinances, rules and regulations governing the operation and maintenance of church facilities and equipment.
- Maintain walkways free of snow and ice.
- Maintain good communication with Coordinator of Building and Grounds regarding issues or problems that occur while on duty.
- Be willing and able to perform minor cleaning responsibilities as necessary.
- Attend monthly set-up crew staff meetings.
- Be available at the end of the week to review and update information about the coming weekend's sets.
- Be flexible on weekends assigned, and be able to adjust easily to varying building use hours.

Qualifications:

- Demonstrated ability to deal courteously, professionally and exhibit a positive attitude with church members, visitors, staff, outside contractors and others using the church facilities and grounds.
- Demonstrated ability to perform set-up tasks including following floor plans and lifting up to 75lbs. on a regular basis.
- Demonstrated ability to organize time and perform tasks according to a strict schedule.
- Demonstrated ability to perform custodial and security tasks.

- Demonstrated ability to work both as team member and independently.
- Excellent organizational skills.

Compensation:

This employee is expected to average between 10 and 12 hours per week but the actual hours will vary based on the scheduled activities. The anticipated pay is \$10/hour during a 60 day probationary period and \$11.22 thereafter and there are no traditional benefits associated with this position.