

Facility Team Member

Location | Livonia

FLSA Classification | Non-Exempt & Part Time

Reports to | Campus Pastor

Starting Pay | \$15/hr

Position Summary

This position is a critical role as one of the first points of interaction that people have when they come into our building especially on weekdays. Beyond performing janitorial duties for the buildings and related areas, our hosts carry a welcoming demeanor that makes people feel welcome and safe in a clean and intentional environment. They provide exceptional customer service indiscriminately to people of various backgrounds. They will need to possess knowledge of our proper cleaning and safety techniques and procedures. Their mandate is to ensure that all who walk through our building experience a friendly, welcoming experience.

Work Hours: 8-10 hours per week.

Hours Spread: Hours are flexible Days and times will rotate under the direction of the Facilities Lead.

What To Expect From Us

- Coaching, equipping and supporting you in your job.
- Clear expectations.
- A leadership team committed to being led by God and committed to impacting our communities.
- A leadership team that trusts you.
- A work environment that will challenge and inspire you to be the best follower of Christ you can be.
- A fun atmosphere.

Job Responsibilities including but not limited to:

Janitorial Responsibilities

- Vacuuming, sweeping, and mopping of flooring.
- Clean and sanitize bathrooms.
- Clean sinks, countertops, microwaves, and refrigerators in break rooms.
- Restock supplies in bathrooms, break rooms and common areas.
- Empty all trash cans and replace liners, clean receptacles when the garbage team is not available.
- Cleaning window sills and windows, front entrance door windows weekly, cafe and kids area windows bi weekly.
- Maintain janitor closets in a clean, organized and safe manner.

- Maintain janitorial equipment in a clean, safe and operable condition.
- Proper labeling, dilution and use of all cleaning products.
- Wearing proper Personal Protective Equipment when needed.
- Keep track of inventory for cleaning supplies, paper products to report to Facilities lead for reorder.

Host Responsibilities

- Providing visible positive presence in the community center during business and non-business hours and on weekends.
- Facility Attendants will provide the very first impression to our guests.
- Commitment to the mission of 2|42 of helping people take next steps with God. They will need familiarity in various ministry teams, small group networks, and Sunday morning programming.
- Attendants should be able to confidently give a tour of the building to individuals and families and help them connect with weekend ministry programs.
- Provide a safe environment by regularly inspecting all areas of the community center.
- Act as a Point of Contact for information on 2|42 Church.
- Open and Close the building through procedures (doors, closing, alarm, etc.)

General Responsibilities

- Work with the facilities lead and/or director of logistics to help set & achieve term goals
- Any other duties as assigned

Knowledge, Skills and Abilities

- Good communication and interpersonal skills. Good client/customer service skills.
- Ability to follow oral and written instructions. Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Basic knowledge of cleaning products or willing to learn.
- Ability to climb and work off a 6 ft or shorter step ladder.
- Must exhibit the ability to communicate with the staff and co-workers in an appropriate and ethical manner.
- Willingness to work extra hours when necessary.

Personal Characteristics

- Engaging personality that connects well with the community and your team.
- Clear personal and professional vision.
- Good recruiter and trainer of others.
- Be a team player that can follow and lead.
- Sets an example and serves as a role model in personal life.

Physical Demands

The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizing a team lift. A medical physical is required for employment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Agreement

The undersigned understands and agrees to the Expectations of the job description above.

Employee:

Reviewed by:

Signature

Signature

Printed Name

Name and Title

Date

Date