

Facility Team Member

Location | Lansing

FLSA Classification | Part time, non-exempt, 0.7 FTE (28 hrs per week availability)

Reports to | Director of Logistics

Influenced by | Campus Pastor

Starting Pay | \$15/hr

Position Summary:

This position is responsible for quality customer service provided to our guests at all times. This person will coordinate the Community Center experience to ensure that a friendly, welcoming and community minded environment is provided to all those who walk through the community center.

What To Expect From Us:

- Coaching and support.
- 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, spouse and parent you can be (Jesus first, then spouse, then family...then ministry).

What We Expect From You:

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.

GOALS

Be accountable for achieving the term goals that together with the Facility Lead and the Director of Logistics, you will set.

The Facility Team will be the very first impression to our guests. They are expected to know and understand the mission of 2|42 and be familiar with the various Ministry Teams, and what the Community Center has to offer. Be confident to show individuals and families through the building to help them connect with weekend ministry programs.

KNOWLEDGE, SKILLS & ABILITIES

- Good communication, interpersonal and 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.

RESPONSIBILITIES

Daily job responsibilities/functions to include, but not limited to:

- Act as a Point of Contact for information on 2|42 Church and the Missional Businesses.
- Be able to clearly explain the mission of 2|42 Community Church and our Community Center feature.
- Prepare/greet and assist guest during rental events and walk in activities
- Provide a safe environment by regularly inspecting all areas of the Community Center.
- 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 as necessary.
- Cleaning window sills and windows.
- 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 chemicals.
- Wearing proper Personal Protective Equipment when needed.
- Setup/Teardown for events
- Open and Close the building through procedures (doors, closing, alarm, etc.)
- Manage Emergency Operations:
 - o Fire and fire alarms
 - o Medical emergencies CPR, First Aid & AED.
 - o Severe weather events
 - o Fire Suppression equipment

PHYSICAL DEMANDS:

The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizes 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:

Signature

Printed Name

Date

Reviewed by:

Signature

Name and Title

Date

