



## Building Services Team Member

**Position Scope:** Part-time; 20 hours per week including special events as needed; hours would be Fridays from 12:00 – 9:00 p.m., Saturdays from 12:00 – 6:00 p.m., and Sundays from 1:00-7:00 p.m.

**Position Status:** Non-exempt

**Salary:** \$15.25 - \$16.50 per hour

**Reports to:** Team Leader

**Department:** Building Services

### Ministry Vision

A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are Irresistible.

### Ministry Responsibilities

The Building Services Team Member is part of a team that performs general upkeep, cleaning, maintenance, and basic repairs of building and grounds and the associated equipment. Must be flexible and willing to complete all tasks that are assigned.

<b>Essential Duties</b>	
<u>Description</u>	<u>% of Time</u>
<p><u>Ministry Support Responsibilities</u></p> <ul style="list-style-type: none"> <li>Complete all cleaning around the facility (gymnasium, worship center, activity rooms, offices, meeting spaces, restrooms, and sanctuary) which includes taking out trash, cleaning windows and mirrors</li> <li>Ability to perform light maintenance such as clogged pipes, changing lighting, and air filters</li> <li>Perform minor repair of walls and replacing ceiling tiles</li> <li>Handle arrangements of furniture for events and prepare areas for different departmental activities</li> <li>Assist some with outdoor upkeep with lawn care, landscaping, and snow removal tasks</li> <li>Assist with identifying any safety and security issues and taking appropriate corrective actions with the Director</li> <li>Comply with all applicable codes, regulations, government agencies, and Eastview directives related to building operations and work safety</li> </ul>	100
<p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>	

## Required Core Competencies

- *Functional/Technical Skills* – knowledge and skills to do job at high level of accomplishment
- *Time Management* – values time, uses effectively, concentrates efforts on important priorities
- *Action Oriented* – enjoys working hard, full of energy for challenges, seizes opportunities
- *Conflict Management* – steps up to conflicts, reads situations quickly, good at focused listening
- *Emotional Intelligence* – self-awareness, motivation, self-regulation, relates well to all kinds of people, builds appropriate rapport

## Required Qualifications

### Experience

- Previous experience in the custodial work environment
- Basic computer skills to accomplish tasks and communications
- Knows the basics of changing filters for heaters and air conditioners
- Understanding of safety and security including communication procedures, physical and environmental hazards

## Preferred Qualifications

None

## Physical Demands

Stand:	F	Hearing/Listening	C
Sit:	O	Carry/lift 0-10 lbs	F
Walk:	C	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	O
Reach Outward:	C	Carry/lift 51 - 100 lbs	O
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	F	Push/Pull 0-12 lbs	F
Crawl:	N	Push/Pull 13-25 lbs	O
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	O
Bend:	F	Push/Pull 41-100 lbs	O
Talk:	C		

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** occupation requires this activity more than 66% of the time (5.5+ hrs/day)

## Work Environment

95% working indoors in environmentally controlled areas and 5% working outdoors in variety of weather. Moderate physical activity performing daily activities of a custodial nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.