

Montgomery Community Church

Job Description

- Position Title:** Facilities Director Weekend Assistant
- Classification:** Part Time (Up To 16 Hours), Non-Exempt
- Benefits:** As indicated in the Employee Handbook
- Purpose:** Responsible for room set-up and tear-down, cleaning, maintenance, and upkeep of the buildings and grounds as assigned by Facilities Director. Identify building and grounds maintenance issues and needed repairs and immediately report findings to supervisor.

Responsibilities:

A Grounds Maintenance

- 1) Coordinate the routine implementation of Grounds Maintenance contracts.
- 2) Pick up trash around grounds.
- 3) Weed and clean beds as needed.
- 4) Snow removal as needed.
- 5) Seasonal projects as needed.

B Room Set-up/Tear-down

- 1) Manage room scheduling requests to ensure completeness and accuracy, coordinate changes/clarifications with various ministry teams as needed.
- 2) Update and align Door Access and HVAC Control Systems with room/event schedules.
- 3) Set-up and tear-down rooms for routine and special events as scheduled.
- 4) Provide high-quality customer service meeting needs as much as possible with a joyful heart.
- 5) Encourage all groups/individuals to use proper platforms (i.e., eSPACE) when requesting rooms and set-up requirements.
- 6) Communicate any and all needs back to Facilities Director.

C Cleaning

- 1) Coordinate the routine implementation of cleaning contracts.
- 2) Follow established guidelines to ensure high quality cleaning and maintenance in facilities and rooms on a daily, weekly, and monthly basis.
- 3) Demonstrate a thoroughness and commitment to detail in keeping the facilities clean.
- 4) Follow established guidelines for proper and safe handling of cleaning products and equipment.
- 5) Report all product needs and equipment issues to Facilities Director.

D Building and Maintenance

- 1) Perform building and grounds maintenance tasks as assigned.

- 2) Report items that are damaged, missing or in disrepair to Facilities Director.

E Security

- 1) Manage weekend alarm notifications.
- 2) Ensure the facilities and campus are secure and safe as appropriate.
- 3) Use access controls to lock and unlock facilities as needed/scheduled.
- 4) Immediately report any suspicious people and/or situations to police.

F Other

- 1) Assist with the coordination of the Facilities Team as needed
- 2) Give full commitment in word and deed to support the faith tenants and cultural expectations of MCC.
- 3) Foster high-levels of cooperation and effectively work in a team environment(s) with quality relationships and respect of each member's giftedness and unique abilities.
- 4) Proactively grow and develop through training opportunities.
- 5) Other duties as assigned.

Performance Expectations:

- A** Excellent customer service with satisfied customers regarding room set-ups and accommodations
- B** Efficiently and thoroughly cleans building with attention to detail
- C** Performs maintenance and grounds assignments timely and in a high quality manner
- D** Takes initiative to maintain the facilities and grounds in good order while keeping supervisor informed as needed.
- E** Available Friday, Saturday, and Sunday

Qualifications:

A Knowledge and Experience

- 1) Experience with high quality facility cleaning preferred
- 2) Maintenance and grounds experience preferred: basic plumbing, electric and painting.
- 3) Demonstrates self-initiative in work environment.
- 4) Background check and drivers authorization required
- 5) Agreement with MCC Constitution, Statement of Faith, Mission and Vision
- 6) Ability to work with a teachable heart, good attitude and unified spirit

B Skills

- 1) Must be able to lift 75 lbs. and rearrange heavy objects
- 2) Ability and willingness to follow instructions
- 3) Detail oriented, reliable, flexible, timely, trustworthy, resourceful and a self-starter
- 4) Basic computer skills

C Spiritual Gift – Service

Reports to: Facilities Director