

# JOB DESCRIPTION

## *Facilities Staff Member*

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**Employment Status:** 15 hours/week

**Open Shifts:** Monday-Thursday evenings, Morning/Afternoon on weekends

**Reports to:** Director of Campus Services

**Benefits:** per Employee Handbook

### **Job Summary**

As a member of the facilities staff, you would take an active role in stewarding the campus of Salem Church. This would include setup and tear down for ministry events, maintaining a clean and welcoming environment, and any other needed tasks – all to bring glory to God and to foster an environment where others can grow in community and in relationship with God.

### **Expectations**

- Maintain conduct that aligns with the values of Salem Church
- Maintain a high level of responsibility to work diligently and complete assigned tasks
- Maintain positive and cooperative working relationships

### **General Responsibilities**

#### **Overall Campus Stewardship**

- Clean and maintain building facilities
- Set-up rooms or offices as needed
- Sweep, mop, scrub, and vacuum floors using cleaning solutions, tools, and equipment
- Clean walls, ceilings, windows, and building fixtures
- Clean outside walkways, parking lots, and steps
- Dust furniture, walls, and other equipment
- Gather and empty trash
- Clean restrooms
- Notify the Director of Campus Services when supplies or repairs are needed
- Apply wax or sealers to the floors
- Assist in keeping the building secure by locking/unlocking doors and setting the security system
- Take the initiative to maintain a high level of facility and grounds presentation (i.e. remove clutter, tidy common areas, etc.)

#### **Other**

- Attend Campus Services meetings when scheduled
- Assist the Guest Services team as needed (when scheduled during events)
- Remain on-call during your scheduled shift to respond to any needs

### **Preferred Skills/Experience**

- An ability to use the following: hand tools, small power tools, ladder, vacuum, floor buffer, cleaning and polishing chemicals (training available when necessary)
- An ability to communicate effectively in English
- Ability to follow operating procedures, oral and written
- Ability to work independently

\*\*Though some modifications may be possible, this job requires physical activity.

*To apply for this position, please send a resume to [jobs@salemchurch.org](mailto:jobs@salemchurch.org)*