

Lakeside Church

Part-Time Facility Maintenance

(15-20 hours per week)

Definition:

The Facility Maintenance position will maintain the appearance, overall cleanliness, maintenance, & security of Lakeside Church facilities. Responsibilities include working directly with the Church Staff, Pastors, Ministry Board, & Volunteers in assisting with setup, appearance, & cleanliness of facilities for church functions and building operations.

Qualifications:

- Minimum of 18 years of age with at least a High School Diploma or GED required.
- Ability to reach, bend, stoop, kneel, lift, stand for extended periods of time, and have complete mobility within the building.
- Must be a dependable, responsible, self-motivated, and an independent worker.
- Hours are flexible, but must have regular timely attendance during stated or negotiated hours.
- Honesty and integrity with the submission of hours and handling of the Custodial/Supplies budget line/finances.
- Possess excellent communication skills and be a strong team player with the staff, pastors, ministry board & volunteers. (The ability to easily be reached by the church staff by email or phone for communication is essential.)
- Good organizational and planning skills and the ability to organize, coordinate, and schedule tasks for maximum efficiency.
- Capability to learn and follow the church's electronic calendar system.

Responsibilities:

- Maintain the building including general cleaning, stocking, garbage and recycling removal, floors and carpets, ordering supplies, changing light bulbs & batteries, seasonal, and other periodic specific cleaning.
- Responsible for setting up tables, chairs, & other equipment needed in advance of church functions (services, activities, events, & meetings) that are assigned by the church staff. Likewise, facility maintenance will be responsible for clean-up and tear down following church functions (services, activities, events, & meetings).
- Oversee availability and security within facilities. Unlocking doors as needed, and do a daily walk through & closing (lights off & doors locked after church activities). (If they are unavailable, they must communicate with a Staff member or trusted volunteer to fill in for them.)
- Schedule & implement outside services for cleaning and projects beyond their capability. (This must be communicated with and approved by the Church Staff and planned according to the church weekly activities and be within the Custodial/Supplies budget line.)
- Report needed repairs/larger maintenance items to the Church Staff.
- Maintain equipment and materials needed to perform work in a clean and orderly fashion.
- Maintain the Custodial/Supplies yearly budget line (January-December) and provide invoices and receipts to the financial staff person.
- Time off must be communicated in advance and approved by Pastors and Church Staff, unavailability must be communicated and approved ahead of time, and an adequate replacement must be obtained and trained by facility maintenance in advance.
- Ensure the safety of all personnel.
- Any and all additional duties, as assigned by the Pastors and/or Church Staff.