

# Facility/ Maintenance Team

## Purpose

Professionally maintain church properties and grounds; make minor repairs.

**Arrival Time:** Must arrive at church by 8:30am on Sunday - 6:00pm on Wednesday

## Job Responsibilities and Duties include, but not limited to:

- Sweeping, mopping, buffing, cleaning, and waxing floors according to schedule.
- Dusting furniture and equipment; washing walls and windows and vacuuming carpets as scheduled.
- Maintaining clean restrooms:
  - Replenishing tissue and towels,
  - Emptying waste cans.
- Requesting cleaning and maintenance supplies and equipment as needed.
- Operating and maintaining proper heating and cooling equipment according to schedule and instructions.
- Preparing baptistry for use as directed and cleaning following use.
- Mowing grass, trimming shrubbery, maintaining clean church entrance, sidewalks and parking areas.
- Move furniture, set up tables and chairs for meals, banquets, and other similar occasions; set up auditorium and classroom areas for regular activities.
- Setting up for and cleaning up after weddings, funerals and other social, community and church events as directed.
- Performing other duties as assigned by supervisor and/or Pastor.