

# FACILITIES COORDINATOR/EVENT SET-UP AND TAKE DOWN

## GENERAL DESCRIPTION

The Facilities Coordinator is primarily responsible for set up, cleaning, and maintaining the church facilities in such a way as to present an inviting environment. This position will also be responsible for promoting health and safety as well as utilizing volunteers.

**Classification:** Non-Exempt; Hourly // **Status:** Part-Time // **Team:** Campus & Outreach //

**Supervisor:** Facilities Manager

## WORK SCHEDULE:

- TBD

## ESSENTIAL DUTIES & RESPONSIBILITIES

### Volunteers

Work closely with volunteers to complete tasks as needed while directing, encouraging and training volunteers.

- Train and demonstrate how to appropriately handle cleaners or chemicals, tools and equipment, and how to lift, carry and move equipment, tools and furniture properly.

### Setup & Takedown

Most of the duties will be in the area of set up and take down of all necessary furniture, equipment, linens, and décor for events, activities, functions, and Weekend Worship services as needed.

- Create a positive work environment and attitude in an ever-changing, fast paced work environment; meeting the needs of ministries and changes as they occur with positivity.
- Move furniture, equipment, supplies and tools regularly.
- Coordinate and communicate with all ministry leaders regarding events and their respective needs.
- Have a high level of care when moving furniture and equipment to ensure the longevity, functionality and aesthetics of all resources.
- Inspect all furniture and equipment to ensure a high-quality environment.

### Maintenance

Maintain & Repair facilities, equipment, fixtures, and furniture through evaluation and inspection to insure a high-quality environment.

- Basic repairs and maintenance as needed

- Keep all tools and equipment secure, organized and available for use.
- Maintain grounds - including cutting grass, trimming trees and shrubs and repairing irrigation system as needed.

### **Cleaning**

Assist the Custodial Manager to clean the church facilities and furniture to maintain the highest quality environment for staff, volunteers, and guests at all times.

- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed burnishers and vacuums, brooms, mops, and squeegees etc.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Wash walls and equipment; use ladders when necessary in work assignments.
- Follow instructions regarding the use of chemicals and supplies always using as directed.
- Perform cleaning and related activities such as removing debris from sidewalks and parking lots using hand-operated tools or small power equipment.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.

### **General**

- Attend to emergencies when necessary.
- Enforce and support policies established by Rock Point Church.
- Support and enforce all policies, OSHA/WISHA rules, health and safety regulations and guidelines, etc.
- Attend safety meetings and other related meetings.
- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors, report any unauthorized occupants, and turn off lights.
- Other duties may be assigned or altered as needed by the Supervisor.

## **COMPETENCIES**

To perform the job successfully, individual should demonstrate the following:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- Ethics - Treats people with respect; inspires the trust of others; works with integrity and ethically.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Safety & Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- Attendance & Punctuality - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions; responds to management direction; takes responsibility for own actions.
- Initiative - Asks for and offers help when needed. Undertakes self-development activities.

## REQUIREMENTS: CRITICAL SKILLS, TRAINING AND EDUCATION

- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. ( <http://rockpointchurch.com/statement-of-beliefs/> )
- High School Diploma

## PREFERRED REQUIREMENTS

- Previous construction and/or custodial experience
- Previous experience working in a church environment
- Previous experience in recruiting, managing and stewarding volunteers
- Previous experience working with:
  - Microsoft Office
  - Google Suite
  - Church Community Builder

## PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, reach with hands and arms. The employee is also frequently required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The employee is frequently exposed to risk of radiation and vibration. The employee is occasionally exposed to wet and/or humid conditions (non-weather); working near moving mechanical parts; outdoor weather conditions; extreme cold (non-weather) and extreme heat (non-weather).
- The noise level in the work environment is usually moderate.

## PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model Biblical understanding and maintain a consistent personal devotional life;
- Model Biblical commitment and become a covenant member of Rock Point Church;

- Model Biblical family life before the body and regularly attend worship service with your family;
- Model Biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model Biblical community; and
- Model Biblical generosity and financially support Rock Point Church.