



Facility Coordinator

To partner with our current staff-team in order to connect, equip, and send God's people.

Education Requirements – Minimum High School Diploma

Qualifications and Expectations

- Profess and demonstrate a passionate and deep faith in Jesus Christ
- Have a heart to see people connected, equipped, and sent on the mission of Jesus.
- Strong ability to complete repetitive tasks consistently
- Teachable, self motivated and able to work independently and efficiently
- Very good eye for detail being about to notice what other's don't
- Commitment to personal spiritual growth and healthy lifestyle

Responsibilities

- Weekly cleaning of building including but not limited to:
 - Vacuuming all carpet areas
 - Moping hard surfaces
 - Taking out trash in all areas
 - Cleaning the bathrooms
 - Cleaning the windows
 - Replacing/Filling Paper Towels, Toilet Paper, Soap, etc.
- Setup/Teardown for special events (i.e. staff meetings, services, kids events, etc.)
- Facility Maintenance (i.e. fixing a leaky toilet, replacing light bulbs, painting, etc.)
- Setup/Teardown Baptismal when needed
- Put together equipment/furniture order by ministry areas
- Unlock/Lock building for special events as needed
- Lint roll and arrange chairs in Auditorium ensuring they are straight
- Maintain inventories with Cintas on all supplies
- Mow the field as needed

Hours Required

- 40 Hours a Week M-F