



Job Description

Sunday Facility Assistant

Date: June 2, 2021

Supervisor: Sophia Luke

Staff Teams: (Ex: Executive, Senior, Ministry, Administrative, Formation, Operations...)
Operations

Status: (Ex: Full-time, Part-time) Part-Time

Hours: Sundays, 7:30 am to 1:00 pm, one Sunday off per month. Occasional extra work hours during church holidays and special events. Often includes down-time to sit in sanctuary during much of a Sunday service after finishing duties.

Role: Provide a clean, safe and welcoming environment for worship during Sunday services through basic janitorial and maintenance tasks.

SKILLS

1. Basic Janitorial
2. Light Building Maintenance
3. Attention to Detail

JOB DUTIES:

1. Prepare the building for Sunday worship services
 - a. Open all doors, turn on all lights and post directional signs
 - b. Prepare all required rooms for usage as requested (RezKids, Classrooms, Activity Center, etc.)
 - c. Ensure all areas of building are clean and welcoming, servicing as needed (bathrooms clean, trash cans emptied, etc.)
2. Keep and maintain presence of building during and in-between services
 - a. Respond to any emergency requests for service (accidental spills, bathroom malfunctions, vacuuming needs, etc) in a timely fashion
 - b. Ensure all non-necessary rooms or restricted areas are locked and secured
 - c. Empty trash cans and clean up minor spills as needed
3. Clean all areas of facility after services are completed, retrieve all directional signs and secure facility prior to completion of shift.
4. Assist service manager with other facility-related duties as assigned.

Fair Labor Standards Act (FLSA)

Status: Non-exempt (full or part-time)

Duties: Not applicable (non-exempt)

Description:

Hourly, non-exempt = Overtime is paid. This position is an hourly position. Pay is for actual hours worked each work week, and job responsibilities are expected to be completed during the stated hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, actual hours worked during a work week will be paid, and hours worked more than 40 hours for the work week will be paid at a total of one and one half times hourly pay.

Americans with Disabilities Act (ADA)

- o Frequent movement
- o Able to walk or stand constantly for up to four hours at a time
- o Occasional
 - Ascends/descends a ladder to service the facility structures.
 - Move equipment, weighing up to 30 pounds, throughout facility
 - Operate heavy machinery, such as the one person lift
 - Pull and push facility equipment

This job description is subject to change at any time.