



## Job Description

# Facility and Security Assistant

Date: 8/4/2022

Supervisor: Allison Dumper

Staff Teams: Operations

Status: Part-time – 2<sup>nd</sup> Shift - 3:00 PM – 9:00 PM

Role: Keep and maintain the cleanliness, safety, and structural soundness of the church facility throughout the week through light maintenance tasks and basic janitorial detail. In addition, providing a welcoming and safe environment for all who use the building through timely room setup and preparation for special events.

### SKILLS

1. Light to Moderate Maintenance Skills
2. Ability to maintain a well-organized and clean facility
3. Ability to work independently
4. Timeliness in response to tasks and requests
5. Attention to detail
6. A heart for and commitment to Rez and its care and security

### JOB DUTIES:

1. Ministry and Special Event Setup
  - a. Set up rooms for regularly scheduled events in a timely fashion
  - b. Attend to any set up requests for special events
  - c. Ensure all equipment for set up requests are properly maintained.
  - d. Become proficient in working with the central church calendar (CCB).
  - e. Re-set all rooms to default setting after an event.
  - f. Maintain and keep organized all facility equipment in the warehouse.
  
- 2) Regular care and maintenance of the facility during the week

- a. Keeping tidiness and overall cleanliness of facility inside and outside
  - b. Deliver any and all packages that are left in the east vestibule.
  - c. Replace all burned out light bulbs throughout the facility.
  - d. Complete weekly scheduled maintenance of the Baptismal Font
  - e. Respond to any and all special maintenance requests in a timely fashion
  - f. Daily collection of all loss and found items throughout the building
  - g. Seasonal maintenance including clearing off snow from dumpsters, clear cob webs from east columns, set up picnic tables, trim hawthorn needles, etc.
3. Security Lock-up (weekdays)
- a. At the end of each day, secure the facility by ensuring all external doors are secure and locked.
  - b. Secure both internal doors in All Saints Chapel
  - c. Ensure all non-24 hours lights are turned off.
  - d. General observation for any safety hazards around the facility.
4. Building Improvement
- e. Identify any areas of the facility in need of repair or improvement
  - f. Plan and coordinate all improvement projects with Facility Manager
  - g. Carry out all improvement projects to completion in a timely fashion
  - h. Assembly of facility equipment such as bookcases and carts (periodic)
  - i. Work with the volunteer Small Projects team on larger projects

## Fair Labor Standards Act (FLSA)

Status: Non-exempt, part-time (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 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.