# Inside Facilities Maintenance Worker

<table>
<thead>
<tr>
<th>Classification</th>
<th>PT Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To:</td>
<td>Director of Inside Maintenance</td>
</tr>
<tr>
<td>Direct Reports:</td>
<td>N/A</td>
</tr>
<tr>
<td>Time Commitment:</td>
<td>25+ hours/week, plus or including:</td>
</tr>
<tr>
<td></td>
<td>- Works a schedule and receives time off and other benefits as outlined in the Emmanuel Faith Community Employee Handbook, Version Date: 1/2009</td>
</tr>
<tr>
<td></td>
<td>- This position may have varying hours according to event needs</td>
</tr>
<tr>
<td>Qualifications:</td>
<td>- Commitment to EFCC’s Statement of Faith, Mission, &amp; Values.</td>
</tr>
<tr>
<td></td>
<td>- Attends Emmanuel Faith worship services regularly</td>
</tr>
<tr>
<td></td>
<td>- Has a high school diploma or equivalent experience</td>
</tr>
<tr>
<td></td>
<td>- Is physically capable of doing the job, requiring climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing for sustained periods, walking, pushing, pulling, lifting up to 50 pounds, grasping, repetitive motions, and twisting.</td>
</tr>
<tr>
<td></td>
<td>- Is flexible, can handle interruptions, and has an attitude of helpfulness</td>
</tr>
<tr>
<td></td>
<td>- Is self-motivated and can complete tasks with minimal supervision</td>
</tr>
<tr>
<td></td>
<td>- Can be at work on time, whether for a regular workday or as requested for events requiring assistance</td>
</tr>
</tbody>
</table>

**In a Sentence:**
The Inside Facilities Maintenance Worker accomplishes all basic handyman maintenance projects for building structural interiors, furnishings and equipment.

**Key responsibilities include, but are not limited to:**

**Responsibilities:**
- Is responsible for general cleaning, maintenance and setup of rooms and other areas, as assigned.
- Will be aiding in the repair of building interiors, including but not limited to: drywall, plumbing, electric wiring, cabinetry, locks
- Will be aiding in the repair of interior equipment and furnishings including but not limited to: cabinetry, locks, kitchen equipment, furniture
- Does interior painting as required

**Organizational Relationships:**
- Interacts with people from many areas of ministry including pastors, other employees, and volunteers

**Training and Development:**
- Is willing to develop professionally as well as personally and spiritually by personal study, attending seminars, classes, etc.
PHYSICAL DEMANDS AND WORK ENVIRONMENT: Select which physical movements are required on the job and how much exposure to the following environmental conditions does this job require. (We recommend you to at least indicate 10lbs, as this would cover the employee if they need to pick up a ream or a box of paper.)

- None (delete from list)
- Occasionally (less than 1/3 of the job)
- Frequently (1/3 to 2/3 of the job)
- Continually (more than 2/3 of the job)

- Occasionally/Frequently/Continually required to walk
- Occasionally/Frequently/Continually required to sit
- Occasionally/Frequently/Continually required to utilize hand and finger dexterity
- Occasionally/Frequently/Continually required to climb, balance, bend, stoop, kneel or crawl
- Occasionally/Frequently/Continually required to talk or hear
- Occasionally/Frequently/Continually required to taste or smell
- Occasionally/Frequently/Continually exposed to wet and/or humid conditions (non-weather)
- Occasionally/Frequently/Continually work near moving mechanical parts
- Occasionally/Frequently/Continually work in high, precarious places
- Occasionally/Frequently/Continually work around fumes, airborne particles, or toxic chemicals
- Occasionally/Frequently/Continually exposure to outside weather conditions
- Occasionally/Frequently/Continually exposure to extreme heat or cold (non-weather)
- Occasionally/Frequently/Continually exposure to bloodborne and airborne pathogens or infectious materials
- While performing the duties of this job, the noise level in the work environment is usually ____ (Select applicable: very quiet; quiet; moderate; loud; very loud)
- The employee must (Select applicable) occasionally lift and/or move more than ____ pounds / frequently lift and/or move up to ____ pounds / continually lift and/or move up to ____ pounds
- Specific vision abilities required by this job include: (Select applicable) Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
- Additional remarks regarding work environment:
- Specialized equipment, machines, or vehicles used:

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT (Optional)
I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Name ____________________________ Direct Report Name ____________________________
Employee Signature ____________________________ Direct Report Signature ____________________________
Date Signed ____________________________ Date Signed ____________________________