

# Inside Facilities Maintenance Worker

## Classification

- PT Non-Exempt

## Reports To:

- Director of Inside Maintenance

## Compensation:

- \$16-\$17/hour

## Time Commitment:

25+ hours/week, plus or including:

- Weekend and night hours.
- A work schedule and receives time off and other benefits as outlined in the Emmanuel Faith Community Employee Handbook, Version Date: 1/2024
- Varying hours according to event needs and emergencies.

## Qualifications:

- Commitment to EFCC's Statement of Faith, Mission, & Values.
- Has a high school diploma or equivalent experience
- Is physically capable of doing the job
- Is flexible, can handle interruptions, and has an attitude of helpfulness
- Is self-motivated and can complete tasks with minimal supervision
- Can be at work on time, whether for a regular workday or as requested for events requiring assistance

## In a Sentence:

The Inside Facilities Maintenance Worker is responsible for cleaning, room/event set ups, supporting ministry special requests and closing the campus safely.

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

### Responsibilities:

- Ensures that cleaning, maintenance, and room setup/teardown work is done thoroughly and on time, as assigned.
- Is responsible for assistance to church staff for general maintenance tasks, as needed, and help with other maintenance duties, as requested.
- May be requested to help for special events.
- May be 'on call' for church alarms and after hour emergencies.

### Safety:

- Works in a safe manner, recognizes unsafe situations and takes appropriate action to ensure the safety of themselves and others
- Able to safely operate equipment.

### Organizational Relationships:

- Interacts professional with all staff personnel, EFCC committees/councils, the congregation, volunteers, representatives from other churches and outside organizations

### Training and Development:

- Must be willing to further develop skills and expertise in areas of responsibility through personal study, regular participation in our worship services and participation in appropriate conferences and seminars.