

## Job Description

Title: **Facilities Team Member-Swing Shift (Part-Time)**  
Reports to: Facilities Manager  
Date: May 11, 2017

### POSITION PURPOSE

Perform cleaning and general upkeep of the facility. Ensure that all rooms are set up for ministry each day. Perform minor maintenance as needed. Work closely with Facilities Manager (direct supervisor), Facility & Event Planner, and Business Manager. Represent Christ to the community as they enter the doors of Rolling Hills Community Church.

### RHCC CORE COMPETENCIES

- Accountability – I am accountable for my continued spiritual growth and development to be more like Jesus.
- Effectiveness – I am committed to the advancement of the Kingdom of God through building and maintaining effective ministry organizations and efforts.
- Service & Stewardship – I am committed to following Jesus' example in sacrificially serving with our time, talent and resources.
- Respect – I respect others' calling and demonstrate respect and self-control in all of our interpersonal interactions.
- Resolution – I will directly address and attempt to resolve all disagreements quickly and respectfully even if it involves the potential for conflict.
- Safety – I will actively contribute to a safe work environment that fosters creative thinking, sharing of ideas and the freedom to ask questions without reprisal.
- Unity – I will personally and publicly support leadership's final decisions and own the implications of those decisions with our attitude and actions.

### ESSENTIAL JOB RESPONSIBILITIES

- Ensure that all rooms are set up in a timely and proper manner according to the schedule provided by the Facility & Event Planner.
- Perform custodial duties.
- Perform general inspections of rooms as they are being set up and cleaned.
- Continued training on cleaning procedures and equipment.
- Follow operational standards and procedures for the Facilities Custodial Department.
- Check and maintain equipment to ensure that it is in working order.
- Perform other duties as assigned.

### SKILLS / ABILITIES / CHARACTERISTICS

- **Customer and Personal Service** – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Public Safety and Security** – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Monitoring** – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Social Perceptiveness** – Being aware of others' reactions and understanding why they react as they do.
- **Speaking** – Talking to others to convey information effectively.
- **Time Management** – Managing one's own time and the time of others.
- **Coordination** – Adjusting actions in relation to others' actions.
- **Active Listening** – Giving full attention to what other people are saying, taking time to understand the

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- points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Teachable** --- There is periodic training of chemical usage, cleaning techniques, ladder safety, bloodborne pathogens, back injury prevention, lockout/tag out, etc. You must be willing and able to attend these trainings.

### QUALIFICATIONS

- Minimum 2 years work-related skill, knowledge, or experience is preferred.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Knowledge of Cleaning Equipment and procedures** — Some of the equipment we use includes but is not limited to: Auto scrubber, 2-speed burnisher, Tennant S5 sweeper Vacuum, R3 Carpet Extractor, Tennant Duel Technology Carpet Cleaner, and back pack vacuums.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Resolving Conflicts and Negotiating with Others** — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, lifting and handling of materials.

### PHYSICAL REQUIREMENTS

- Excellent oral communication skills
- Excellent reasoning & decision making skills
- Excellent manual dexterity and visual acuity
- Able to lift up to 50 lbs., climb ladders, walk a minimum of two miles per day

Please send your cover letter and resume to [jobs@rollinghills.org](mailto:jobs@rollinghills.org)