



FACILITIES TECHNICIAN–OUTSIDE

The Facilities Technician is responsible keeping the buildings and grounds well maintained. This position will also perform set-up and upkeep tasks and is responsible for keeping the campus clean, functional, and appropriately set up for various events.

DEPARTMENT
FACILITIES

REPORTS TO
FACILITIES COORDINATOR

JOB STATUS
FULL -TIME

TYPE OF JOB
OPERATIONAL

Personal Responsibilities

- Agree to conduct yourself on and off the job in such a way as to honor Jesus, demonstrative of spiritual leadership, supporting the Code of Conduct policy and a positive representative of Summit.
- Strive for Summit's Team Values of Health, Focus, Generosity, and Achievable Excellence.
- Agree to the Summit Employee Handbook and Policies, without stipulation or contingency because of behavior.
- Attend and support your local church.
- Demonstrates commitment to spiritual growth by spending regular time with the Lord.
- The job description will be reviewed at least annually.
- The job description is intended to reflect the critical elements essential for performing the position. It is not to be construed to be any form of employment contract.

Key Duties:

- Thoroughly clean the building. Check after events and reclean if necessary.
- Improve and maintain the church buildings and grounds in a well-kept, neat appearance.
- Keep the church building and grounds in a state of good repair.
- Inform supervisor when supplies are low or when equipment or facilities need repair.
- Present a good Christian testimony to those who encounter you at the church.

General Responsibilities:

- Participate in staff meetings upon request.
- Promote Summit Christian Church and its ministries to the larger community.
- Clean restrooms to include toilet bowls, urinals, partitions, tiled walls, mirrors and floors.
- Refill towel, toilet paper, and sanitary napkin dispensers.
- Check all areas for odors. Clean and disinfect as necessary.
- Pick up litter and trash inside and outside the building; pick up litter from grounds. Empty trash and sanitary containers.
- Sweep and mop floors; vacuum and spot clean carpets.
- General dusting and cleaning.
- Clean up accidents as needed: spills, upset stomach, etc.
- Restock chair backs with appropriate church material: prayer and praise request cards, other promotional material, etc. Replenish lobby materials prior to weekend services.
- Clean windows and glass doors.
- Stack and store chairs; move and store tables; setup chairs and tables as needed.
- Perform miscellaneous duties as requested by the Lead Team.

General Responsibilities (continued):

- Pressure wash sidewalks and evacuation areas; set-up parking delineators.
- Repair and maintain facilities-related equipment and church hardware such as gates, fences, sprinklers and striping as needed.
- Clean and maintain vehicles and trailers.
- Trim around shrubs, foundations—anywhere needed; trim shrubs and trees as directed.
- Weed and water flower gardens.
- Clear snow/ice/debris from walkways, crosswalks and evacuation areas; put down ice-melting crystals to prevent slick spots when necessary.
- Put up signage such as banners and decorations as required.
- Other duties as assigned.

Other Skills/Attributes:

- Self-starter; ability to follow instructions and follow-through on responsibilities.
- Hardworking, conscientious, good natured and friendly.
- Willingness to acquire new skills and perform new tasks as needed.
- Ministry gifts of Serving.

Qualifications:

- Working toward a high school degree or equivalent.
- Sufficient physical ability, strength, mobility and stamina to move, lift, push/pull or carry objects which can reach up to 50 pounds.
- Must be able to lift 25lb chairs with repetitions of 120 times or more.
- Must be able to reach, bend, and squat consistently and frequently.
- Must be able to step, stand, balance, and reach from a step-stool.
- Must be able to walk on hills with unstable ground cover.
- Must be able to stand for long periods of time.
- Ability to perform physical labor necessary in cleaning church facilities and maintaining church grounds.
- Ability to work in a fast-paced environment and meet project deadlines.
- Ability to prioritize work and provide prompt assistance where needed.

Summit reserves the right to change job duties at any time. This job description is not designed and should not be construed to include all responsibilities, skills, and abilities associated with the position.

I have read, understand, and accept the above in its entirety.

Signed: _____

Date: _____

Print Name: _____