

Reports to: _____

Employee Status: Exempt / Non-Exempt

Reviewed by: _____

Review Date: _____

HOPE Church Facility and Maintenance Associate – Custodian/Handyman

JOB SUMMARY

The Facility and Maintenance Associate – Custodian/Handyman of HOPE Church will be a person who loves the Lord and is responsible for assuring the cleanliness and function of HOPE Church's building and grounds in support of our mission. The person understands how custodial care, maintenance and recruiting volunteers in these roles can advance the Kingdom of God.

JOB DUTIES

To provide full-time facility care including custodial care, maintenance and facility assistance (in any area) for HOPE Church, based on ministry needs that will vary day to day.

Ministry Position Duties and Responsibilities:

1. Clean/maintain all areas inside and outside of HOPE Church Property. Spaces include: Worship Center, Connection Center, Great Hall, Entries, Adult Ministry Center, Upper Level, Commons, Administrative Offices, Staff/Team Center, Children's Center, Library, The Rock, Kitchen, all Bathrooms and storage spaces).
2. During winter months – keep doors free from snow and ice; During the Summer months – weed patrol around the facility and The Rock, lawn mowing (when necessary).
3. Vacuum and spot removal in all areas listed above.
4. Purchase supplies, maintain appropriate inventory and develop and maintain good relationships with vendors.
5. Coordinate Monthly or Quarterly Fix-it/Cleaning Crew Saturdays.
6. Assist in preparing Worship Center and Connection Center for Adult Baptisms
7. Organize custodial storage closets and other storage areas as necessary.
8. Do minor repair and maintenance projects (small repairs, paint touch ups, light bulb/ballast replacement etc.)
9. General understanding of heating and cooling systems, building maintenance, general carpentry, plumbing and custodial skills.
10. Assess system breakdowns and determine if you can do the kind of repairs that are required or if they need to be done by volunteer/hired out.
11. Meet with facility inspectors and help to resolve any deficiencies
12. Recruit, develop and equip volunteers who can "find their fit" at HOPE in the area of properties/facilities (clean teams, paint crews, set up/strike crews etc.).

13. Assist volunteers by answering questions, locating custodial supplies for use etc.
14. Communicate weekly with the Operations Director on immediate and long-term repairs and facility needs.
15. Prioritize your time to allow for adequate time to address repairs.
16. Work with the event coordinator to determine facility needs for special events (areas to set up/strike etc.).
17. Serve as the staff liaison to the Properties Team.
18. Effectively communicate with HOPE staff, keeping them informed of any issues (Interpersonal, Work-Related, Maintenance, or Custodial Care).
19. Communicate with the Facility and Maintenance associates about responsibilities for church-wide custodial projects such as special events, weddings, funerals, work days, and other functions at HOPE Church.
20. Offer input on operational income/expense for the annual budget to the Operations Director.
21. All other duties as assigned by Operations Director or Lead Pastor

Qualifications:

1. Commitment to Jesus Christ, His church, and excellence in His service. This includes maintaining personal Godly values.
2. Agree with the doctrine, mission, values, and vision of HOPE Church and the Evangelical Covenant denomination.
3. Possess familiarity, training, experience, skills, and gifts in a variety of ministry settings related to custodial and facility needs.
4. Respond to crisis situations in a calm, gracious, and confident manner.
5. Experience in recruiting and training volunteers
6. Relate to people in a variety of settings, demonstrating excellent interpersonal skills (i.e. groups, individuals, all ages, etc.)
7. Communicate effectively with staff, church members, people in the community, and others.
8. Possess and utilize leadership skills.

Training & Development

For growth and development, the Facility and Maintenance Associate should take advantage of local training opportunities offered by HOPE Church or other organizations.

TIME COMMITMENT

This is a full-time hourly position. A full-time commitment is 40 hours per week with an understanding that more or less hours could be needed during certain time periods.

WORKING RELATIONSHIPS

Responsible for:

Maintenance, Custodial, and Facility needs

Responsible to:

Operations Director

Works closely with:

Operations Director and Facility & Maintenance Associates

HOPE STAFF TEAM EXPECTATIONS

1. Be present and/or participate in weekly worship services at HOPE Church.
2. Function as part of the team; working to maintain and develop relationships within the staff, to exercise care in disagreements, and to be supportive of one another on the staff team. Any concerns should be communicated in a timely and biblical manner with the Operations Director, Pastoral Team, or other appropriate staff persons.
3. Attend staff meetings as assigned by Operations Director.
5. Attend other meetings that pertain to maintenance or facility needs.
6. Support the mission goals, vision, values and spirit of HOPE Church through the application of expertise, primarily in areas including custodial care and maintenance, grounds, building operations and maintenance systems.
7. Maintain confidentiality in all personal, church, and financial matters.
8. Maintain an atmosphere that is friendly and above reproach. This includes working to protect the reputation of each of the staff and the entire church.
9. When appropriate, lend help and skill to other areas of HOPE church ministry.
10. Maintain a neat and efficient personal and office environment.

11. Keep the Operations Director or pastoral team informed of important developments, potential problems, and related information for effective ministry.
12. Coordinate/communicate ministry plans and activities with other staff to ensure a coordinated work effort and team approach
13. Not performing these duties or meeting the expectations may result in evaluation of the position and potential termination
14. If requested to surrender the staff position, do so in such a way as to not damage the reputation, ministry, and unity of HOPE Church.

Acknowledgement Signature: _____ Date: _____

Weekly Schedule General Outline: (See Custodial Duties on Spreadsheet)

Set up/Strike Schedule:

MONDAY - Set up for Evening/ Tues AM Events
TUESDAY – Reset for any Evening/Wed Am Events; Special Projects
WEDNESDAY – Reset for Wednesday night Activities
THURSDAY – Reset for Support Groups;
FRIDAY – Reset for Weddings/Events/Sunday Activities; Special Projects
SATURDAY – Pre/Post Wedding-Event Clean up
SUNDAY – Pre and Post Services Bathroom/Garbage Check/re-stock