

# Facilities Maintenance Team Member Position Description

## SUMMARY

The Facilities Maintenance Team Member works under the leadership of the Facilities Maintenance Manager providing custodial, security and routine maintenance, as required to support the church plant.

## FBCPC VISION & VALUES

Our mission is to bring HOPE to Palm Coast by Helping the Family to Succeed, Opening Hearts to God Daily, Practically Serving Others and Equipping the Next Generation. Our goal is to provide an excellent spiritual environment which reaches the lost with the gospel and equips believers to think and act in accord with the Bible's teachings.

## GIFTS

- Serving

## QUALIFICATIONS

- Preferably 1 year experience in custodial work.
- Conscientious, self-starter, can act with low supervision.
- Able to follow instructions and initiative to finish tasks.
- Able to lift up to 100 lbs., move furniture, reach, crouch and bend.
- Available to work flexible work hours.
- Moderate temperament; gets along well with others.

## DUTIES & RESPONSIBILITIES

1. Clean, vacuum, disinfect and dust the facility before and after all church functions. Includes trash removal, etc...
2. Set up and break down room furniture and equipment.
3. Perform routine facility maintenance, such as replacing light bulbs, adjusting light fixtures, replacing air conditioning filters, adjusting thermostats, storing items and equipment.
4. Perform light grounds maintenance work such as disposing of debris, adjusting and replacing sprinkler heads, adjusting timers, etc...
5. Open and close facility as scheduled, ensuring all required doors are opened for scheduled activities. Close and lock all doors after all scheduled activities, arming alarm system after

everyone has exited the facility.

6. Other duties as assigned by the Facilities Maintenance Manager.