



Job Description
Facilities Operations Team Member
Revised November 2021

Position Description

Part time position (primarily first shift) with some weekend shifts. Assists Facilities Manager with overall maintenance and cleanliness of church facility and grounds.

18 Hours per Week; Pay Rate: \$15.00 per Hour

Permanent Position with a 90-Day Probationary Period

Church is on MARTA Bus Line

Responsibilities

1. Job Requirements
 - a. Individual must have some small repair knowledge and experience
 - b. Position requires occasional heavy lifting
 - c. Event Setup Experience a plus
2. General Functions
 - a. Maintenance and preparation of interior spaces for use
 - i. Cleaning of all public spaces to include Sanctuary, Chapel, meeting rooms, offices, hallways and restrooms (detailed cleaning schedule to be provided)
 - ii. Weekly/daily setup and cleaning for scheduled activities (detailed weekly schedule to be provided)
 - iii. Chair & Table Setup for meetings and gatherings as requested by church staff, lay committees and church partners
 - iv. Church Facility clean up after regularly scheduled worship and meetings
 - b. Maintenance and cleaning of exterior grounds
 - i. Clearing of walkways to keep clear of debris
 - ii. Maintenance of grounds and drainage
 - c. Assist Facilities Manager
 - i. Direction of subcontractors in preparation of grounds for Sunday and special events
 - ii. Review Church Schedule for special needs
 - iii. Make seasonal adjustments to HVAC systems, exterior lighting, utility consumption and grounds maintenance
3. Periodic Maintenance
 - a. Make simple achievable repairs and small maintenance projects as directed by Facility Manager
 - b. Maintain stock of restrooms (and kitchen) supplies
 - c. Identify items for preventive maintenance quarterly / semi annually
 - d. Other related duties as requested and directed by Facilities Manager