



Job Description

Title: Facilities Associate - Building Services

Time Commitment: Part-time (Hourly)

Supervisor: Facilities Director

Purpose of the Job

The Facilities Associate - Building Services is responsible for the janitorial services for weekends (Friday night thru Sunday night) with emphasis on team building in order to create and maintain a clean, comfortable, and safe environment for guests and volunteers.

Essential Job Responsibilities

Coordinates volunteer teams

- Coordinates daily volunteer team schedules.
- Recruits, trains, coordinates and supervises janitorial volunteer teams.

Building Services

- A certain degree of creativity, initiative and organizational skills.
- Performs general janitorial tasks, including (but not limited to) cleaning, waste removal, vacuuming, dusting/sweeping/washing surfaces, sanitizing bathrooms, refilling paper towel, tissue, toilet paper and hand soap in all dispensers, etc.
- Provides and maintains daily janitorial task schedules.
- Locks doors, turns out lights, and checks alarms where necessary at end of clean.
- Report health and safety hazards, signs of vandalism or abuse of facilities, water leaks, presence of animals, equipment issues, etc., to the Facilities Director.
- Assist with set-up/take down when needed.

Equipment Maintenance & Supply Management

- Maintain cleaning supplies.
- Assist Facilities Director in keeping main campus in good status to comply with environment, health, safety policies and insurance/loss control.
- Provide back-up inventory responsibilities when needed.



WHITEWATER CROSSING CHRISTIAN CHURCH *est. 1916*

Job Skills

- *Leadership:* Motivate, coordinate and collaborate with volunteer teams.
- *Communication:* Regularly communicate with staff, and work with ministry leaders to make sure the job gets done with excellence in a timely and cooperative manner. Being able to clearly explain what needs to be done will be necessary.
- *Interpersonal:* Utilizing soft skills to interact effectively with coworkers and customers, and build relational equity.
- *Technical:* Familiar with standard concepts, practices, and procedures within relevant fields.
- *Analytical:* Must look at a lot of different information and make decisions based on needs and budget concerns.
- *Attention to Detail:* Quality control is a large part of a facilities associate's job. Making sure cleaning, upkeep and safety standards are maintained, or efficiencies are discovered is key.

Other Requirements

- Work weekends and evenings when needed
- Proven team-building experience
- Valid driver's license
- Acceptable background check
- Whitewater Crossing member
- Continue to develop personal character, competence, and team chemistry as a Christ-like leader
- Other duties as assigned

Desired Spiritual Gifts

- Leadership
- Service/Helps