

Team Member – Facilities

Team: Facilities Team

Reports to: Assistant Manager - Facilities

Status: Part-time (16-24 hours/week); Non-exempt.

As a member of the Facilities Team, you will be able to sign up for shifts as events require or as other team members need time off their regularly scheduled work. This is all communicated through a time management system, you will be notified of open shifts and will the ability to choose which shifts to work.

Position Summary

Serve our congregation through supporting the different ministries by ensuring the facility is ready, safe, and welcoming for their participants by preparing used spaces for the next scheduled event.

Individual Responsibilities:

- Clean building floors by sweeping, mopping, scrubbing, and vacuuming.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Operate vehicles and equipment necessary to perform or travel to cleaning assignments, including vans, industrial trucks, and industrial vacuum systems.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow-melting chemicals. Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs to prepare facilities for events such as banquets and meetings.

Position requirements:

- Excellent communication and interpersonal skills.
- Ability to prioritize and perform multiple tasks simultaneously.
- Ability to lift 20-pound chairs to a height of up to five feet three hundred times a shift
- Ability to tip down, fold and cart sixty-inch round tables.
- Outstanding customer service skills.
- Ability to work effectively as an individual as well as within the team.
- Ability to follow written and verbal instructions.
- Must have a servant's heart and be flexible to meet ever-changing demands of ministry.



ORGANIZATION OVERVIEW

Founded in 1932, Alliance Church is a Fox Cities-based church and member of the Christian and Missionary Alliance denomination. They have physical locations in Appleton, Hortonville, and Neenah as well as an online streaming experience for Appleton's Sunday services. Alliance Church exists to connect the world with God and one another. Committed to loving the local community, Alliance Church started a free-and-charitable health clinic and is grateful to partner with the many effective non-profits and churches that serve the Fox Cities. The church is made up of many different people from all generations and backgrounds, but united around God's love for the entire world. For more information, visit alliancechurch.org.