



Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America
UP with God. IN through Community. OUT for the World.

Position Title	Facilities Team Member
Classification	Non-exempt, Part time Monday - Thursday 5:00 - 9:00 pm and Saturday 1:00 - 7:00 pm
Team	Facilities
POP Values	<p>Faith: We value growing in our relationship with God</p> <p>Christ Centered Community: We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens</p> <p>Service: We value providing for the needs of others in Jesus' name</p>
Core Purpose	The Facilities Team member helps maintain, through set-up and cleaning, all public spaces inside and out for the benefit of staff, members, and visitors' satisfaction with their experience at Prince of Peace.
Essential Functions	<ul style="list-style-type: none"> • Performs assigned cleaning tasks in the Worship Center, including hallways, bathrooms, meeting rooms, classrooms, offices, sanctuary, chapel and other areas, as needed • Performs set-ups and take-downs of tables, chairs, boards, sanctuary and other equipment based on schedules • Detects and repairs or reports defective materials or questionable conditions • Follows all safety regulations for material handling and OSHA • Open and close buildings according to schedule with an understanding of building security systems • Maintains sidewalks and entryways with shovels and salt, sand • Picks up litter and trash on campus • Performs trimming and pruning as directed • On call for emergencies • Supports volunteers as needed for major cleaning or set-ups • Perform light maintenance around property, e.g., painting, wall patching
Competencies Required	<p>Good project management experience; ability to be self-directed</p> <p>Good interpersonal skills</p> <p>Up-to-date CPR and AED training – <i>will train</i></p>

	<p>Ability to stay calm in an emergency</p> <p>Understanding of proper waste removal and blood-borne pathogens, material data safety sheets</p> <p>Demonstrated ability to work as part of team and be flexible and adapt to change as needed</p>
Physical Demands	<p>Ability to lift 50lbs</p> <p>Ability to twist, lift, bend, and pull</p> <p>Ability to stand on your feet for up to 4 hours at a time</p> <p>Ability to walk up a 2 story ladder</p> <p>Operate a forklift – <i>will train</i></p> <p>Operate a cardboard baler – <i>will train</i></p>
Work Environment	Work is regularly performed in a combination of office, mechanical, and outside environments and is regularly exposed to changes in temperatures, dust, odors, oil, fumes and noise.
Travel	No travel is expected for this position
Education and Experience Required	High School diploma or equivalent
Education and Experience Preferred	<p>Technical school education</p> <p>Additional vocational coursework</p>
Additional Eligibility Requirements	N/A
Supervisory Responsibility	This position has no direct staff supervisory responsibilities, but does occasionally supervise volunteers

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.