

FACILITIES ASSOCIATE

Role Description

Title: Facilities Associate

Uplink: Facilities Manager

Classification: Permanent or Seasonal, Non exempt, Full time at 40 hours per week or Part Time at 20 hours per week

Works Closely With: Facilities team, Office Manager, Cafe4 Manager, all ministries, church volunteers, Happiness Hill Preschool staff, service contractors.

Position Summary: As a valued member of the Facilities team, you have the opportunity to take part in maintaining and leveraging our campus as we continue the mission to bring to our community *Life Transformation Through Following Christ*. The 3Crosses Facilities team is a supportive team that is the backbone of all on-campus ministries. The Facilities team consists of members who are service minded, ready to support all on-campus ministries and events to create a welcoming environment for all who come to 3Crosses.

Responsibilities

- Complete regular custodial duties including but not limited to:
 - Gathering and emptying trash.
 - Vacuuming, sweeping, or mopping floors.
 - Cleaning windows.
 - Light landscape maintenance.
- Complete heavy duty industrial cleaning, such as power washing, waxing and buffing, and heavy lifting.
- Able to use and follow procedures for the use of chemical cleaners and power machinery.
- Assist with ministry setups and teardowns for weekly ministry meetings and special events in a timely manner.
- Supporting ministry staff and volunteers with facilities needs as they arise.
- Notifies the Facilities Manager regarding the need for repairs or replenishing inventory of cleaning supplies.
- Support Happiness Hill Preschool and Cafe 4 as requested by uplink.
- Other relevant duties as assigned by uplink.

Qualifications

- Reliable with overall punctuality, attendance and availability.
- Efficient and accurate execution of assigned tasks.
- Gracious and flexible with schedule changes.
- Courteous to 3Crosses guests with good communication skill and service mindset.
- Willing to work at various heights.
- Meets physical requirements to effectively and safely perform job duties. Job will include lifting and carrying heavy loads.

Work Schedule: Both weekday and weekend positions are needed.

Compensation: \$15.00 - \$17.00 an hour

Candidate Profile

Skills:

- Patience, positive, and proactive attitude
- Follows directions to complete tasks
- Team player with the ability to also solve problems individually
- Friendly, welcoming, and hospitable

Experience:

- Custodial experience preferred

Spiritual Gifts:

- A growing relationship with Jesus Christ
- Discernment
- Serving