

# DENVER CAMPUS FACILITIES STAFF

REPORTS TO: DENVER CAMPUS PASTOR

RELATES CLOSELY WITH: DENVER STAFF TEAM, VOLUNTEERS

CLASSIFICATION: PART-TIME/HOURLY

A campus facilities staff member's main focus is care of the building and staff support, over-seeing all maintenance and cleanliness plus the ministry of the facilities volunteer team. They must have a good eye for detail, organization and be self-driven.

## QUALIFICATIONS / CHARACTERISTICS

- Submits their life to God and the authority of his Word, and models a commitment to developing the character of Christ
- Exhibits a passion for students knowing Jesus
- Have a general knowledge of the building mechanically
- Generally understand electrical, plumbing, fire, lighting and HVAC systems
- Become familiar with location of security cameras and fire extinguishers
- Become familiar with vendor schedules e.g. trash collection and pest control
- Keeping track of landscaping needs and snow removal

## PRIMARY RESPONSIBILITIES

- Build a team of facilities volunteers, volunteer scheduling and team care
- Submit maintenance requests, completing repairs to their ability and communicating with Support and Development for support when needed
- Security of the building, making sure doors are unlocked for events and locked when building is not in use
- Utilize volunteer teams to maintain cleanliness of all aspects of the facility:
  - Building clean and ready to go for services, maintained during services and cleaned post service to be ready for the week
  - Cleaning of restrooms, auditorium, green room, kid's ministry
  - Set up and tear down of chairs and tables for events
  - Weekly walk through of building, looking for what needs cleaning, repair or replacement including creating a weekly checklist to make this a straightforward process
  - Identify and organize special projects, HVAC filter changes, back pack and food drive support, Christmas decorating, landscaping maintenance, large event set up and tear down, etc.
- Keep track of landscaping needs and snow removal
- Organization and maintenance of:
  - Janitorial supplies
  - Janitorial tools
  - Maintenance supplies
  - Maintenance tools
  - Chairs and tables used by all ministries