Job Title: **Facility Coordinator** (part-time hourly) 2018

**Summary:** Assists the Congregational Administrator in facilitating the use of the building; assists groups in using the facilities of the church during scheduled events.

- Assists groups with locating, setting up and returning necessary equipment, unlocking/locking doors, assisting with cleaning spaces used by the groups, ensuring compliance with expected and normal usage of facility, securing and checking facility at closing.

**The Facility Coordinator’s qualifications should include:**

- High School Degree or Equivalent.
- Previous job related work experience.
- Ability to work alone and maintain good communication with the Congregational Administrator and building users.
- Ability to multi-task and set priorities, with good organizational skills.
- Excellent communication and interpersonal skills.
- Demonstrated self-initiative and ability to be a team player.

**The principal responsibilities and duties of the Facility Coordinator are to:**

- Setting up furniture as requested for rooms used during scheduled events and helping groups to return the furniture to its rightful place after the event.
- If requested in advance, setting up relevant audio/visual equipment for the event and ensuring the equipment is secured in its rightful place following the event.
- Ensure the restrooms are clean and usable before an event and restock paper and soap supplies as needed.
- Assist the group with cleaning a space following an event.
- Empty trash receptacles and dispose of trash and recycling in dumpsters located on parking lot.
- Securing facility by maintaining locked doors.
- Ensure proper care in the use and maintenance and inventory of equipment and supplies.
- Promote continuous improvement of workplace safety and environmental practices.
- Communicate effectively with people using the church to assist and facilitate ease of usage.
- Report improper use of the facility by internal and external groups.
- Report any unusual or unsafe conditions to Congregational Administrator.
- Perform miscellaneous job-related duties as assigned.

**Knowledge, Skills, and Abilities required:**

- Ability to understand and follow verbal instructions.
- Ability to understand, follow, and enforce safety procedures.
- Ability to safely use cleaning equipment and supplies.
- Ability to set up and correctly store audio/visual equipment.
- Ability to lift and manipulate heavy objects.
- Ability to stand, walk, bend, and lift for the entire length of shift with appropriate breaks.
- Appropriate use of health & safety equipment.

**Working Conditions:**

- Work involves moderate exposure to unusual elements, including occasional work in extreme outdoor temperatures, exposure to dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, loading or pulling heavy objects. Physical work is a primary part (more than 80%) of job.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

**Reports to:** Congregational Administrator  
**Education:** High School Degree or Equivalent  
**Experience:** Previous job related work experience required  
**Compensation:** $13.00 per hour  
**Position starts:** To be discussed