



## JOB DESCRIPTION

**Job Title:** Facilities Team Member  
**Classification:** Part Time, Non-Exempt  
**Reports to:** Facilities Manager  
**Compensation:** Variable, depending on experience

### SUMMARY/OBJECTIVE

The Facilities Team Member is responsible for supporting the janitorial needs, room and campus set up and tear down projects and various event support on and off the Journey Campus. The position may assist other facilities workers with renovation, maintenance, and repair of buildings, grounds, and associated systems on the Church campus.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Responsible for maintaining janitorial orderliness throughout the campus including cleaning and sanitizing restrooms and high traffic areas.
2. Communicates regularly with the front office to make sure rooms around campus are locked/unlocked, set up, and arranged with necessary seating, tables, and supplies for weekly meetings and events.
3. Responsible for room tear down and returning all rooms around campus to their original condition following the completion of events and meetings.
4. Provides Event support for all events on and off the Journey campus, such as Christmas, Easter, All Church Rallies, Baptisms, etc. This includes but is not limited to equipment and parking lot set up, transportation and/or set up of signs and other necessary seating, tables or equipment at the event location, monitoring the location of the event for any cleaning or adjustments that need to be made during the event, and final tear down and clean up following the event.
5. Provides excellent customer service to the attenders, volunteers, and staff of Journey. Responds to requests with a polite sense of urgency and uses critical thinking to predict problems before they arise.
6. Performs a variety of tasks involving physical labor including but not limited to janitorial tasks, room set up and tear down, building maintenance, and repairs.
7. Performs tasks involving heights, climbing a ladder, performing work on both angled and flat rooftops.
8. Position may require operation of a variety of hand and power tools.
9. Duties may include cleaning and preparing sites, digging trenches, painting, room set up, janitorial duties and/or carpet cleaning.
10. Maintains a clean job site: picks up all tools and equipment and secures job site each day to eliminate potential hazards.
11. Responsible for learning and enforcing sanitation protocol enacted in May 2020 during COVID-19.
12. Ensures that proper safety and incident reporting procedures are followed. Brings problems to the attention of the Facilities Manager, Operations Manager, and HR Manager.
13. Other duties as assigned.



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### **COMPETENCIES**

1. Communicates clearly and effectively, treats all others respectfully.
2. Takes initiative to complete tasks and is driven to get results
3. Adapts well to a rapidly changing work environment
4. Exceptional customer service skills
5. Team player who can also work independently
6. Maintains composure in high stress situations

### **QUALIFICATIONS AND EXPERIENCE**

- Basic interest in the field of facilities
- Flexibility and adaptability on the job site

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to a variety of extreme conditions. The noise level in work environment can be loud. The position regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity. Candidate must be willing and able to comply with all OSHA regulations.

### **PHYSICAL DEMANDS**

The physical demand described here are representative of those that must be met by and employee to successfully perform the essential functions of this job.

- The position requires lifting heavy objects, walking and standing for long periods of time and performing strenuous physical labor under adverse field conditions.
- Must be able to regularly lift 50 pounds, climb ladders, work in small or difficult spaces.
- Must be able to lift, push, pull or carry objects.
- The position requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination.
- The position requires the ability to quickly move arms and legs. The employee must have excellent stamina.

### **POSITION TYPE / EXPECTED HOURS**

This a part time position. Schedule will be determined by the Facilities Manager based on business needs. Days and work hours are subject to change. Candidate must also be willing to work Journey events **which may include nights, weekends and holidays.**

### **ADDITIONAL ELIGIBILITY QUALIFICATION**

Applicants must be eligible to work in the United States.

For the safety of our attenders, volunteers, and staff, candidate's employment is contingent upon successful completion of a background check.



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Candidates under the age of 18 years may be required to furnish and maintain a valid work permit.

### **EMPLOYMENT AT JOURNEY**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Journey Community Church is at At-Will Employer. Either Journey or the employee may terminate the employment relationship at any time, for any reason, with or without advance notice.

Nothing contained in this job description or any other communication (written or verbal) the employee received is intended to be, nor should it be, construed as a guarantee that employment or that any benefit will be continued for any period of time. Compensation information provided to an employee, whether stated in hourly, bi-monthly, annual, or other terms, is not intended nor does it constitute an employment contract or agreement for any specific period of time.

No manager, supervisor or employee of Journey has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

### **JCC EMPLOYEE COMMITMENTS**

- All employees are expected to conduct themselves as professionals.
- Employees agree not to engage in any personal conduct or lifestyle, which would be at variance with or contrary to the policies of the church.
- To interact with church staff, volunteers, attendees and vendors in a professional manner, resolving potential conflict utilizing the Matthew 18 process. (Go directly to the person involved to resolve the issue. If not resolved, go with another trusted believer. If still not resolved, bring it to church leaders.)
- To be punctual, honoring the time of others.
- To adhere to the policies adopted by Journey as stated in the employee manual.
- To further personal spiritual growth and development on a continuing basis.
- Maintain strict confidentiality regarding sensitive information.
- Successful completion of thorough pre-employment references and background checks, including: social security verification, Local, State & Federal criminal conviction records search, national security database, and sex offender registry.
- To refrain from gossip, slander, or sharing personal information about a Journey employee, volunteer or congregant.
- To help all the ministries and departments succeed.
- To attend 1- step within the first 2 months of being hired.
- To attend Our Journey within the first 6 months of being hired.
- To understand, articulate and promote Journey DNA.
- To grasp and strive to live out Journey's ultimate values: God, Love and Grace



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- To help Journey move towards the mission and vision God has called us to.
- To be self-motivated and goal oriented, use good judgment, flexible and innovative.
- To regularly attend weekend services, participate in serving opportunities.
- Pursue community.

To attend all major events at Journey such as Baptisms, Christmas & Easter services

### HOW TO APPLY

Submit a resume and application attention Human Resources to the church office (Tue-Fri 9:30a-5:00p) or email [HR@journeycom.org](mailto:HR@journeycom.org) with the name of the position in the subject line.

By signing below, I acknowledge that I have read, received and fully understand the duties and the responsibilities in written and described in the job description above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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Employee Signature

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Date

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Employee Name – Please Print