THECOMPASSCHURCH

Job Description

Position: **Facilities Worker**– TBD

Reports to: **Facilities Ministry Support Manager** - Jon Borchardt

Schedule: **Part-time (est. 20 hours/week) /** Hourly, Non-Exempt,
Will require availability on some weekdays (mornings, afternoons), weeknights and
weekends at our Naperville Campus

**Employment
Classification:** Worker (W)

Responsibilities:

- Prepares campus Worship Center, classrooms and meeting rooms in advance of scheduled events according to the requirements requested in the reservation system. This includes but is not limited to setting up the requested number of tables and chairs in the requested configuration.
- Performs janitorial services including vacuuming, dusting, mopping, emptying trash receptacles, wiping windows, and operation of floor scrubbing machine.
- Provides a safe, clean, comfortable environment for attendees of all services and events. This may include but is not limited to mopping up spills or wet floors, snow removal, wiping down tabletops and other interior surfaces, emptying trash receptacles, bathroom maintenance etc.
- Makes him/herself available during services and special events for unforeseen needs as they occur. At times, may need to wear a headset and radio to communicate with operations personnel on duty.
- Interfaces with campus staff, volunteers, and attendees to resolve matters affecting safety, cleanliness, and comfort.
- Monitor inventory of all janitorial and kitchen/hospitality supplies (e.g. plates, napkins, cups, etc.). Report to the Facilities Ministry Support Manager when stock is low so it can be resupplied before running out.
- Monitor all bathrooms to ensure all battery-operated appliances (air freshener dispensers, faucet and flush motion sensors) are working properly. Replace batteries when necessary. Notify Facilities Ministry Support Manager of any non-working fixture that requires attention.

Additional Requirements:
- Must be 18 years of age or older
- A willingness to take on other duties as assigned.
- Must be able to lift up to 50 pounds.