



THE COMPASS CHURCH

Job Description

Position: Facilities Worker

Reports to: Facilities Manager

Schedule: Part-time / Hourly, Non-Exempt,
May include weekdays and weekends at our South Naperville and Naperville Campuses

Employment

Classification: Worker (W)

Summary of Responsibilities:

The Facilities Worker supports the mission and ministry of the church by helping create a clean, safe and welcoming environment for all services, events and gatherings. This role includes preparing rooms and event spaces, performing routine janitorial duties, responding to on-the-spot facility needs and partnering with staff and volunteers to ensure the campus is ready for effective ministry.

Responsibilities

- Prepare campus worship centers, classrooms and meeting rooms in advance of scheduled events according to reservation requirements. This includes, but is not limited to, setting up the requested number of tables and chairs in the specified configuration.
- Perform janitorial services such as vacuuming, dusting, mopping, emptying trash receptacles, wiping windows and operating floor-scrubbing equipment.
- Ensure a safe, clean and comfortable environment for attendees during all services and events. Duties may include mopping spills, snow removal, wiping down surfaces, emptying trash and maintaining restrooms.
- Remain available during services and special events for unforeseen needs as they arise. At times, this may include wearing a headset or radio to communicate with on-duty operations personnel.
- Interact with campus staff, volunteers and attendees to address matters affecting safety, cleanliness and overall comfort.
- Monitor inventory of janitorial and hospitality supplies (e.g., plates, napkins, cups) and notify the Director of Facilities when stock is low.
Inspect all restrooms to ensure battery-operated appliances (air fresheners, faucets, and flush motion sensors) are functioning properly. Replace batteries as needed and notify the Director of Facilities of any fixtures requiring repair.

Additional Requirements

- Ability to lift up to 50 pounds.
- Dependability, flexibility and a positive, service-oriented attitude.
- A mature, self-directed individual who has a heart for hard work and service.
- Ability to secure reliable transportation and travel between church campuses as needed.
- A willingness to take on other duties as assigned.