

**Open Door's Mission:** To invite people into the struggle of becoming fully alive in God.

**Operation Team Purpose:** To serve Church of the Open Door by providing operational solutions and support in the areas of business, finance, staffing and facility management.

**Job Title:** Facility Staff – Maintenance – Special Projects, Full Time

**Job Status:** regular, full-time, non-exempt, (40 hours per week, 2<sup>nd</sup> shift, 1:30pm – 10:00pm )

**Ministry Area:** Operations

**Reports to:** Facility Manager

**Reports to this Position:** None

**Last Updated:** July 28, 2017

**Position Summary:**

Provide leadership role to other facility staff and assist with ongoing set up and tear down of rooms for onsite events, maintain the assigned cleaning schedule for the building, respond quickly to cleaning needs that arise and perform other maintenance duties and special projects as needed. Lead other facility staff in providing ongoing support to the church's tenant MELA (charter school). Lead role training other staff in facility procedures.

**Position Responsibilities:**

- Deep clean rooms. Collect and remove trash and recycling.
- Maintain daily cleaning logs.
- Clean restrooms accordingly and maintain an adequate supply of soap, toilet articles, towels and other supplies in proper containers.
- Sweep, mop, and/or wax floors; dust furniture and shelving; wash walls and windows and vacuum carpets.
- Prepare facilities for special use as requested by Facility Manager and assist when facilities and arrangements are needed for regular and special events.
- Make requests to Facility Manager for cleaning and maintenance supplies and equipment as needed.
- Follow the procedures to open or close building when scheduled.
- Train and equip new/existing facility staff on facility procedures and all other relevant position responsibilities.
- Co-lead responsibility for printing room set-up sheets and train others on this process.
- Oversee and assist with the set-up of chairs and other equipment on time and as requested in YourDoor event management/database system.
- When required, check in with the appropriate individual in charge of before it begins to see if additional assistance is needed.
- Perform duties including landscape maintenance, snow removal and other outdoor tasks.
- Perform minor repairs to the building and equipment and assist others as directed.
- Operate snow removal equipment. Train other facility staff on its proper use.
- Perform other duties as assigned by supervisor.

**Essential Skills and Experience:**

- Strong attention to detail.
- Strong skills
- Basic computer skills.
- Strong customer service skills for staff and community interaction.
- Self motivated; able to work independently.
- Proven organizational and problem solving skills.
- Basic mechanical aptitude.

**Nonessential Skills and Experience:**

- Intermediate computer skill using Microsoft Office suite and database entry.

**Organizational Commitment:**

Seek to know, understand, support and fulfill the purpose, vision and values of Church of the Open Door.  
Genuine, visible relationship with Jesus Christ; qualities of an elder as described in I Timothy 3.

**Physical demands and work environment:**

Employee must be able to move freely throughout the building; able to regularly lift 35 pounds; have a valid Minnesota Driver's License. *Note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*