
Position Title: Facility Services Team Member

Reports to: Facility Services Supervisor

Classification: Part-time, non-exempt

Position Description:

The Facilities Services Team Member executes day-to-day facilities operations in a large congregational setting. The services provided by this position include custodial, housekeeping, hospitality, groundskeeping, safety and security, and minor repairs of facilities.

General Expectations:

- Embrace Calvary's mission and priorities, applying them with vigor and excellence.
- Operate as a collegial team member, sharing the vision and acting responsibly to achieve the goals of the Facilities Department.

Representative Duties and Responsibilities:

- Performs daily, routine and cycle cleaning.
- Maintains exterior facilities (e.g., lawns, gardens, sidewalks, parking lots).
- Completes room and event set-up and take-down..
- Performs responsive, preventive and routine maintenance.
- Ensures safety and security of facilities (e.g., doors are locked, exits are marked, lights are operational, fire exits are clear for travel, storage is organized).
- Ensures facilities are open and closed per facility operating schedule.
- Other duties as assigned by Facility Services Supervisor.

Required Experience, Knowledge, Skills and Abilities:

- Minimum high school graduation or equivalent.
- Hold a valid Minnesota driver's license.
- Successfully pass a criminal background check.
- General knowledge of cleaning and safety procedures related to hazardous chemicals and be able to read and understand labels.
- Ability to communicate in verbal, written and electronic form.
- Ability to safeguard keys and alarms.

Working Conditions and Equipment:

- The incumbent in this position will have exposure to some risks as required by the nature of work related to facilities operations (e.g., extreme heat and cold, heights, climbing ladders, hazardous chemicals/materials, equipment noise, medium lifting of 50 pounds and use of power tools).
- The incumbent in this position will operate mechanized cleaning equipment (e.g., floor scrubbers, carpet cleaners and bathroom cleaning machine).
- The incumbent in this position is expected to work a rotating weekend schedule.