

The Orchard Evangelical Free Church Job Description

JOB TITLE: Part Time Facilities Crew – Arlington Heights Campus

REPORTS TO: Facility Manager – Arlington Heights Campus

PURPOSE:

This position is responsible for performing custodial duties and minor repairs to the building, including interior and exterior maintenance, snow removal, and minor landscaping.

RESPONSIBILITIES:

Room Setup/Tear Down – Performs setup and tear down of rooms, including tables and chairs, platforms, and seasonal decorations per system of facility scheduling.

Custodial – Removes waste from common areas and offices; vacuums, cleans, and maintains carpeting; assists in control of sanitation; assists in checking premises for safety hazards and reports any deficiencies.

Maintenance – Performs minor repairs on premises, and operates miscellaneous equipment and power tools. (Training provided)

Grounds – Performs grounds maintenance duties including raking of leaves, litter removal, weeding, watering, snow removal, and operation of snow removal and landscaping equipment. (Training provided)

Other – Perform other duties as assigned by the Facility Manager.

QUALIFICATIONS:

- Minimum two years custodial experience is preferred
- High school graduate or equivalent preferred
- Ability to tolerate both indoor and outdoor environmental conditions, including dust and cleaning solvents
- Ability to perform heavy work, must be able to lift 75 lbs.
- Ability to lift, bend, stoop, climb stairs, reach, kneel, push and pull; ability to safely operate tools and equipment
- Detail orientated to provide quality work and complete assigned tasks accurately
- Exercise discretion and good judgment in personal contacts
- Interpersonal skills with ability to communicate effectively with management and volunteers
- Demonstrate professionalism through appearance, attitude, and loyalty
- Self motivated and able to initiate projects and work independently
- Positive and supportive attitude