



MISSION STATEMENT

The mission of St. John's Lutheran Church is to create disciples of Jesus Christ who;

CONNECT to God and His people in worship

GROW together in God's word through life groups, and

SHARE Christ with our words, service and resources

POSITION TITLE: FACILITY ASSOCIATE

REPORTS TO: FACILITIES SUPERVISOR

FLSA STATUS: NON-EXEMPT, PART-TIME; AS NEEDED, 10-15 HOURS PER WEEK

DEPARTMENT: SUPPORT SERVICES - FACILITIES

SUMMARY: Responsible for providing general maintenance, janitorial, and campus security during weekend hours. Exemplifies the Christian philosophy of the St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities.

POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes in connection with the faith being taught by St. John's Lutheran Church, with the purpose of being a role model to employees and those being served.
- Maintenance liaison for worship services, special services, concerts, funerals and weddings.
- Using Service U facilities schedule, opens and closes various areas and rooms on campus to accommodate events and activities.
- Completes room setups as directed.
- Provides janitorial duties for events: general cleaning of restrooms, restocking of supplies. Empty trashcans inside and outside buildings and in common use areas.
- Clean outside entrance areas to worship centers, courtyard, nursery, preschool as needed.
- As assigned, clean and brush Senne Field using proper equipment.
- Immediate response to emergency clean up requests.
- Provide coffee service for meetings and events as requested.
- Set out campus signage for handicap parking, directional and special events, as needed.
- Observation of the property and activities to ensure safety and security. Take appropriate action to correct unsafe or unsecure situations.
- Staff liaison to Hospitality Teams during services and special events (Hospitality Team consists of Parking Team, Campus Greeter Team, Safety/Security Team).
- When available, assist special event and concert set up teams.
- Performs related duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- High School degree OR equivalent.
- Must attend *Meet St. John's* and *the Discover Experience* to learn about the beliefs and history of St. John's Lutheran Church, and the Lutheran Faith.
- **Intermediate Language Skills** (written, verbal) – Ability to communicate and respond to information and situations effectively using verbal and written means.
- **Intermediate Reasoning Ability** – Ability to apply common sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving concrete variables in standardized situations.
- **Basic Organizational Skills** – Ability to respond to multiple priorities simultaneously. Able to execute directives which will be provided both verbally and in writing. Demonstrates self-initiative by following direction, as well as anticipating problems and providing appropriate responses. Ability to work with pace and urgency.
- **Basic Computer Skills** – Basic computer skills using custom software utilized by the organization, such as Service U, School Dude and Paychex timekeeping applications.
- **Certification / License Requirements** – CPR and first aid certified.

PHYSICAL DEMANDS/ WORK ENVIRONMENT:

- Frequently engaged in standing, walking, sitting, using hands and arms, talking and hearing
- Occasionally engaged in climbing, stooping, kneeling, crouching and crawling
- Regularly lifts up to 50lbs; occasionally lifts up to 80lbs with assistance
- Able to stand continually for periods of up to 8 hours
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: