



Facilities Coordinator

Position:	Facilities Coordinator
Classification:	Part-time (30hr per week), Salaried; Flexible work hours
Salary & Benefits:	Hourly
Scope and Description:	<p>To support all building use functions</p> <p>To serve the staff and congregants by maintaining clean and organized facilities</p> <p>To provide logistical support for ministry and events at Midtown facilities</p>
Functioning:	<p>Labors under direct supervision of Chief Operating Officer</p> <p>Co-labor with other staff – part-time and full-time</p>
Specific Attitudes and Requirements:	<ul style="list-style-type: none"> ▪ Be a committed growing Christian who is aiming toward loving others by grace and who desires to grow in a lifestyle of repentance and faith. He/she should be willing to be disciplined in the gospel. ▪ Must be a self-starter but also be able to work well under authority. Should be able to deal effectively with staff and leadership. ▪ Team player ▪ The person should be able to seek direction, confront and apologize. He/she should not normally hide mistakes or problems and should be willing to face difficulties and conflict with humility. ▪ Demonstrate a willingness and ability to be flexible ▪ May need to work on weekends ▪ Individual must have/be able to: <ul style="list-style-type: none"> ○ Lift heavy items up to 50lbs ○ Good attention to detail ○ Identify & risk management ○ A flexible schedule and be able to work on weekends ○ Good communication ○ Project management skills

	o Problem solving resolution
General Responsibilities:	<ul style="list-style-type: none"> ▪ Perform weekly cleaning and restocking at Midtown facilities. Includes but isn't limited to sanctuary, Kidtown rooms, kitchens, bathrooms, offices and common areas. ▪ Setting up, tearing down and resetting rooms to support the facility use schedule. This may also include work on Saturdays and Sundays post weddings/funerals/events, etc. ▪ Setup/Reset sanctuary spaces each week prior to Sunday use ▪ Complete other handyman or building projects when directed by the COO and as time allows
Term of Service:	Till the employee chooses to resign or is terminated.

Contact julie@midtownfellowship.org