

BRIGHTMOOR CHRISTIAN CHURCH
JOB DESCRIPTION

TITLE: Facilities Worker

STATUS: Part-time

JOB RELATIONSHIP: Reports to the Facilities Manager

MINISTRY DUTIES:

1. Maintain the buildings and property owned or leased by Brightmoor Christian Church.
2. Perform all support services for all ministries, groups and events of Brightmoor Christian Church, Novi Christian Academy, The Train Station Preschool and their partners.

SCHEDULE: The position's regular schedule would be predominantly afternoon and early evening hours (e.g. 12:00pm - 8:00pm), with consideration for special events and unusual circumstances.

DUTIES AND RESPONSIBILITIES:

Facilities

- Maintain a clean, safe and comfortable campus at all times, both interior and exterior.
- Ensure that the physical facilities are clean and ready for use by the church, NCA and the Train Station, executing set-ups and teardowns as required.
- Remove trash and unwanted materials from the facility and place in the dumpster daily.
- Replace and change consumables (paper products, light bulbs, batteries, filters, ceiling tiles, etc.) as needed, and maintain an inventory of all supplies necessary to the building's operation.
- Maintain all building systems, including, but not limited to, HVAC, electrical, plumbing, furniture, kitchen equipment and appliances.
- Maintain church-owned vehicles and general use equipment, ensuring the vehicles and equipment are operating safely and efficiently.
- Assist outside contractors in the completion of work at the request of the Facilities Manager.
- Maintain an organized and inventoried collection of tools and equipment necessary to perform the repair and maintenance of the facilities and property.

General Support

- Assume responsibility for the performance of other duties and projects as assigned by the Facilities Manager.
- Perform the job of a Facilities Worker in a manner that is punctual, clean, drug-free, safe, courteous and respectful.