

FACILITIES TECHNICIAN

Job Description

Part-time, non-exempt, up to 20 hours per week. Reports to the Director of Ministry Services.

Responsible for assisting with and overseeing room set up and break down for all ministry related events and special events. Responsible for detailed cleaning of the facility. Responsible for being a customer service representative for the building and events.

JOB RESPONSIBILITIES

1. Set up rooms according to room diagrams and special events. Must be able to move tables, stack chairs, work on a ladder and work in stair towers.
2. Follow set-up/tear down assignments by the Director of Ministry Services.
3. Clean classrooms during set-up and tear down times which includes: vacuum floors, dust and straighten furniture, clean windows, window sills and A/C units, remove spots from the carpets, clean bathrooms, and other as needed.
4. Clean common areas which includes: vacuum hallways, clean public restrooms, clean glass windows, sweep/mop stair towers, remove trash and clean classrooms and clean vending areas and other areas as assigned.
5. Report damage, loss of equipment, or concerns related to the special event back to the Director of Ministry Services.
6. Keep work areas neat and organized which includes: table and chair storage areas, linens storage areas, other areas involved with general working requirements.
7. Serve as the face of Providence at the Facilities Services desk to answer questions, resolve issues when the building is open to the public or events, and providing a positive customer service type experience.
8. Understanding of safety and security policies and security systems in the building.
9. Assist the maintenance team with various task as needed.
10. Perform other duties as assigned.

REQUIREMENTS

1. Agree with Providence's Statement of Faith.
2. Testify to a personal faith in Jesus Christ.
3. Demonstrate a lifestyle that glorifies God in actions, words, and deeds.
4. Understand and speak English using a 2-way radio.
5. Ability to walk extensively throughout a shift.
6. Ability to compute own work hours and log them in the church's online payroll system.
7. Ability to use a computer, send and receive basic emails.

APPLY

Visit pray.org/apply and fill out the application.