



# BUILDING ATTENDANT

## Full-Time

This position is responsible for janitorial services, room set-up and building services.

### DEPARTMENT

Operations  
Administration

### REPORTS TO

Facilities Team  
Supervisor

### DIRECT REPORTS

None

### WORK WEEK

Varies by position

### HOURS PER WEEK

40

### FLSA

Non-Exempt

### JOB CLASS

Service Workers

### MINISTER DESIGNATION

No

### DRIVING REQUIRED

No

### PRIMARY DUTIES AND RESPONSIBILITIES

1. Building Set-up and Clean-up
  - a. Clean and set-up all rooms and building areas as scheduled.
  - b. Ensure all areas of the building are clean and maintained.
  - c. Prepare and provide refreshments, equipment, seating arrangement, and other requests as requested by ministries.
  - d. Clean and prepare Baptistry for use.
2. General Facility Maintenance of Building and Grounds including but not limited to the following:
  - a. Clean and stock restrooms and kitchens.
  - b. Be observant of building and grounds to report or act on any unsafe conditions or areas in need of repair.
  - c. Maintain grounds, including sidewalks and entrances, as directed. Pick up trash on grounds to ensure parking lot free of trash and obstacles.
  - d. Clean glass doors and windows.
3. Prepare communion trays for weekend services and replenish as needed during weekend worship services. Clean and store communion trays and supplies.
4. Customer Service
  - a. Develop working relationship with all departments.
  - b. Review room set up and instructions for setups on a daily basis.
  - c. Anticipate needs of ministries to provide excellent service.
5. Work Schedule may vary depending on needs of the church.
6. Other duties and responsibilities as assigned.



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### **OHC STAFF EXPECTATIONS**

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) months of employment.

### **MINIMUM QUALIFICATIONS**

1. Ability to read and write.
2. One (1) year experience in labor, maintenance or related field.

### **KNOWLEDGE AND ABILITIES**

1. Knowledge of cleaning materials, methods, equipment and procedures.
2. Knowledge of basic use and maintenance of cleaning equipment.
3. Ability to readily learn repetitive task.
4. Ability to work independently with limited supervision.
5. Ability to work with occasional flexibility in schedule.
6. Ability to understand and follow simple oral and written instructions.
7. Ability to communicate clearly and effectively through both verbal and written means.
8. Ability to establish and maintain effective working relationships with ministry volunteers.
9. Ability to perform physical tasks.

### **PHYSICAL REQUIREMENT AND WORKING CONDITIONS**

Constantly lifting/carrying up to 40 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate radio communication devices and basic office equipment. Constantly required to stand, walk, push, pull, bend, squat, kneel, lift from floor, and use hand and finger dexterity. Frequently required to reach above and below shoulder level, lift bulky items, and climb stairs. Occasionally an employee will be required to balance and climb ladders. Working conditions are primarily inside an office environment.

Note: We support our employee's attendance of a Sunday worship service and make every attempt to accommodate weekly attendance.

**REVISED:** September 2020