



Role: Facilities Technician

Role Type: Full OR Part Time, Hourly (20-40 hours), Benefit Eligible if Full Time

Responsible to: Building Manager

Oversees: Facilities, Setups, Cleaning

Business Hours: Sunday-Thursday or Monday-Friday, Hours vary based on church needs (flexible and negotiable)

Member of Teams: Operations, AllStaff

Rate of Pay: \$18-22/hour (commiserate with experience)

Position Description:

The EHills Facilities Technician is responsible for maintaining a clean, safe, and welcoming environment for all members, visitors, and staff of the church. This position involves routine cleaning, light maintenance, and ensuring that the church facilities are prepared for services, events, and other church-related activities. The custodian plays a crucial role in providing a comfortable space where people can experience that Following Jesus Makes Life Better.

Essential Duties and Responsibilities:

Cleaning:

- Sweep, mop, and vacuum floors in all areas, including sanctuaries, hallways, bathrooms, and offices.
- Dust and clean furniture, windows, fixtures, and other surfaces.
- Empty trash bins and ensure proper disposal of waste.
- Clean and disinfect restrooms, ensuring that supplies are stocked and facilities are fully operational.
- Maintain cleanliness of kitchen areas, including sinks, countertops, and appliances.

Set-Up and Event Support:

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- Assist in the setup and breakdown of chairs, tables, and other equipment for church services, events, and meetings.
- Ensure that rooms are arranged according to the needs of scheduled activities.
- Prepare and maintain outdoor areas (e.g., sidewalks, parking lot) for safety and cleanliness.

Maintenance and Repairs:

- Perform basic maintenance tasks, such as changing light bulbs, replacing filters, and fixing minor repairs.
- Report any major maintenance or repair needs to the Building Manager.

Inventory Management:

- Monitor and order cleaning supplies and materials, ensuring that stock levels are maintained.
- Maintain records of cleaning supplies and equipment usage.

Collaboration and Communication:

- Work closely with church staff and volunteers (Snow Team and Landscaping Team), to ensure the facility meets the needs of church activities.
- Address special requests or concerns from church members and staff in a professional and timely manner.

Qualifications and Requirements:

- High school diploma or equivalent preferred.
- Previous experience in custodial or janitorial work is desirable but not required.
- Ability to lift and carry up to 50 lbs.
- Knowledge of cleaning products, techniques, and equipment.
- Ability to follow directions and work independently.
- Good Interpersonal Skills
- Successful completion of a Background Check
- **Ability to work flexible hours, including weekends, to accommodate church events.**

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- **Regular weekend and evening hours may be required, based on church services and events.**

Expectations:

- Accurately track and organize all receipts related to office expenses and personal reimbursements.
- Efficiently manage incoming emails, and answer calls and voicemail promptly ensuring timely and professional responses to inquiries.
- This person demonstrates a growing relationship with Jesus by prioritizing daily time with God.
- This person maintains a good reputation in the church community by carrying him or herself with utmost integrity and character.
- This person has a heart for the families of the church, growing disciples, and reaching out to our community.
- This person participates in giving to the church, serving the church, and engaging in growth opportunities at church separate from one's own ministry.
- This person values praying, worshipping, and having fun with coworkers in team settings.
- This person is able to manage healthy rhythms of work and rest, and will proactively reach out for support when needed.

Staff Values:

1. We Are Curious In Faith Not Callous In Routine.
2. We Are Passionate Leaders Not Passive Commentators.
3. We Assume The Best In Others Not The Worst In Motives.
4. We Create In The Unknown Not Settling For The Safe.
5. We Like To Party Together, Not Just Perform Together.

How to Apply:

- Email your resume to jobs@ehills.org

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