



<b>Title: Facilities Team Member / Security</b>	<b>Prep/Revised Date: September 15, 2022</b>
<b>Reports To: Facilities Manager, Facilities Crew Chief</b>	<b>Direct Reports: N/A</b>
<b>FLSA /Hours: Non-Exempt / 40 Hours</b>	<b>Campus: Fort Collins</b>

### Summary

The Facilities Team Member/Security is responsible for the overall cleanliness and upkeep of the Timberline Church facilities. Through daily involvement in the set-up and tear-down of multiple event rooms, the Facilities members are key participants to the success of Timberline Church events and activities.

### Duties & Responsibilities

- Responsible for the overall cleanliness and custodial upkeep, including maintaining all custodial closet areas of Timberline Church.
- Complete room set-up for all events.
- Perform landscaping and snow removal operations.
- Implement necessary risk management techniques when needed such as rug placement, signage, and salting of icy sidewalks to prevent liabilities and losses.
- Troubleshoot any issues involving the facility. Communicate concerns as necessary by reporting any mechanical outages to the Facilities Crew Chief, document, and report security issues to the Security lead, and contact Media with any media related issues.
- Understand and operate all mechanical systems such as HVAC, sprinkler system, and security card system. Successfully complete all tasks as assigned including maintenance and special projects.
- Implement strategies concerning safety, security, and medical response. Serve the staff and church members, as well as the community during times of crisis, collaborating with Police Officers.
- Level of security responsibility depends on level of training.
- Continue to educate and train for safety and security.
- Serve as security for weekend and midweek services.

### Skills/Qualifications

- Must have familiarity with landscaping equipment usage and able to successfully operate a scissor lift.
- Ability to perform physically difficult work with the capability of lifting 50 or more lbs.
- Must have strong interpersonal skills, the ability to work with people, and communicate clearly and effectively on the telephone, e-mail, and in person, demonstrating tact and diplomacy.
- Must be able to work a flexible schedule and be available to serve during evenings, weekends, and holidays as necessary.

### Education and/or Experience

- One year of relevant experience is preferred.

### Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

**To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.**

*Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.*

Position Details: Full-Time.

Hours: 40 hours per week. Shifts are assigned to cover building open hours among Facilities Team. Building is open 7 days a week, outside of holiday closures.

Compensation: Non-exempt. \$15.00+ per hour; based on relevant experience.

Benefits Include:

- Insurance:
  - Employer paid medical, dental, vision, & life insurance.
    - Options for employees to add spouse and/or children for an out-of-pocket expense.
  - Monthly employer made contributions to Health Savings Account.
- Retirement 403(b):
  - Optional employee contribution plan via pre or post tax election.
- Leave:
  - Paid holidays.
  - Generous sick leave applied to leave bank after 30 days of employment. Sick leave accrual totals increase annually.
  - Generous personal leave applied to leave bank after 30 days of employment. Personal leave accrual totals increase annually.
  - 10+ paid holidays annually.

[CLICK HERE TO APPLY](#)