



Position: Building Coordinator
Classification: Campus-specific
Reports to: Facilities Director
Edit date: 2.27.23

Qualifications:

- An evident heart and love for God and the local church, and a desire to serve in a supportive way in the office and organization of the church ministry.
- Membership at Church of the Open Door.
- Self-motivated
- The ability to work long periods of time without supervision
- The ability to lift up to 50 lbs.
- A keen eye for detail
- An emphasis on cleanliness

Anticipated Work Time: Part Time (up to 30 hours per week)

Job Summary:

The Building Coordinator is responsible for the daily cleanliness and readiness of the assigned campus, ensuring the campus and facilities are always warm, inviting, and prepared to be used by God's people for God's glory.

Description of Responsibilities:

1. Clean auditorium/worship center and classrooms before all regularly scheduled services (generally Sunday mornings and Wednesday evenings).
2. Vacuum carpeted areas twice a week.
3. Wet mop the non-carpeted floors weekly.
4. Clean window glass weekly.
5. Clean bathrooms twice weekly.
6. Refill paper products in bathrooms before all regularly scheduled services (generally Sunday mornings and Wednesday evenings).
7. Clean office area and remove trash twice a week.
8. Take trash from the common areas to dumpster before all regularly scheduled services (generally Sunday mornings and Wednesday evenings).
9. Wipe down all table and counter surfaces weekly.
10. Address simple maintenance needs and make more complex needs known to the Facilities Director.
11. Keep accurate inventory of janitorial and expendable supplies (always maintaining a 2-week supply on hand).
12. Remove snow from and apply ice-melt to doorways and walks.
13. Other duties as assigned.