



## Day Porter

*Qualifications for employment at Fellowship Bible Church include having made a life commitment to Jesus Christ and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member or willing to become one.*

**Job Title:** Day Porter

**Department:** Facilities & Grounds - FIT

**FLSA Status:** Non-Exempt

**Reports to:** Hal Rose, Facilities Director

### Hours:

Part-time: Sunday-Thursday 7:00 AM-11:00 AM or 10:00 AM-2:00 PM

Full Time: Sunday-Thursday 6:30 AM-3:00 PM

**Position Summary:** Responsibilities as a F.I.T. staffer differ from day to day. Generally, one is required to clean the building(s), make note of necessary repairs (if they cannot be made by oneself), set up chairs, tables, trash cans, etc. for meetings, and perform maintenance of the equipment used. These tasks must be completed in a timely manner without diminishing quality.

### Essential Skills & Experience:

- Proven track record of working well in a team environment.
- A record of consistent, high-level performance.
- Strong written and verbal communication skills.
- Demonstrated ability to multitask and prioritize workflow.
- Strong general knowledge of cleaning.
- An eye for detail, in order to visually understand problems and perform repairs.
- Ability to operate, communicate, and hear clearly over the two-way radio.
- Great physical endurance to cover a large space and the ability to walk, run, crawl, crouch down, kneel, climb a ladder, work in tight spaces, work in high places, and work in hot/cold and wet climates.
- Ability to lift 50 pounds of weight onto a cart and ability to carry 30 pounds of weight while walking.
- Willingness to learn new skillsets and take safety compliance classes.
- Patience and flexibility to completely change a room set-up with little notice at the last minute with a smile.
- Willingness to work as a team with other staff to perform duties outside of your normal routine.

### Position Responsibilities:

- Setting up and taking down the auditorium and classrooms for worship, then resetting the same rooms for meetings.
- General repairs and upkeep; buffing and refinishing tile; cleaning carpet; maintaining equipment; repairing what is necessary.

- General cleaning: vacuuming, taking out trash, cleaning walls, etc.
- Helping staff and members perform their specific ministries.
- Building security.

**Markers of an Ideal Candidate:**

- A detail-oriented team player who exhibits professionalism, patience, and a “people-first” attitude.
- Leads from the heart of a child of God.
- Leads from humility.
- Team-oriented and willing to sacrifice self for the mission.
- A champion for the purpose and brand of Fellowship Bible Church.
- Discretion and trustworthiness are a must because of access to sensitive and/or confidential information.
- Minimum requirements include a few special skills or knowledge of any computer-based system. Physical labor is necessary; thus, good health is important. The individual must be able to learn the trade quickly.

*The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to perform in the position. Rather, they are intended only to describe the general nature of the role and specific responsibilities.*