



BUILDING ATTENDANT

Part-Time

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

DEPARTMENT

Operations

REPORTS TO

Lead Minister

DIRECT REPORTS

None

WORK WEEK

Varies by position

HOURS PER WEEK

9 - 10

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. Cleans and sets-up all rooms and building areas as scheduled.
 - b. Ensures all areas of the building are clean and maintained.
 - c. Prepares and provides refreshments, equipment, seating arrangement, and other requests as requested by ministries.
 - d. Cleans and prepares Baptistery for use.
2. General Facility Maintenance of Building and Grounds including but not limited to the following:
 - a. Cleans and stocks restrooms and kitchens.
 - b. Observes building and grounds and either reports or acts on any unsafe conditions or areas in need of repair.
 - c. Maintains grounds, including sidewalks and entrances, as directed. Picks up trash on grounds to ensure parking lot free of trash and obstacles.
 - d. Cleans glass doors and windows.
3. Prepares communion trays for weekend services and replenish as needed during weekend worship services. Cleans and stores communion trays and supplies.
4. Customer Service
 - a. Develops working relationship with all departments.
 - b. Reviews room set up and instructions for setups on a daily basis.
 - c. Anticipates 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.



BUILDING ATTENDANT

Part-Time

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: April 2021