

Bethel Facilities Support Specialist – PT or FT

Bethel's Facilities Specialist position duties include, but are not limited to: general cleaning of all facility areas including preschool rooms, setup and take-down of chairs and tables for events, keeping sidewalks and the Bethel Highlands Memorial Garden cleared of snow and ice, removing trash from grounds, facility open and lockup, minor maintenance, and property management. Facilities Specialists are responsible for maintaining the appearance and functionality of Bethel facilities, including identification and remediation of basic safety hazards.

Since ministry needs vary by day and season, Bethel's Facilities Specialists work flexible schedules that require some weekend or evening hours. Depending on qualifications, this position may be full-time or part-time (25 hours per week). Facilities Specialists may spend most of their time at one of Bethel's two campuses, but will work at both facilities as needs arise.

Required qualifications include: a great attitude and team player, flexibility, ability to communicate via email, text and phone, responding quickly to questions, the ability to respond after normal work hours if an emergency arises, and the ability to lift 50 pounds.

Bethel's Facilities Specialists personnel must pass a pre-employment background check and medical evaluation. Medical evaluations will also be required every 5 years.

Principal Accountabilities:

Daily: attend to duties in the following building areas:

1. Routinely check the master calendar for room/event requests and then perform set-up as defined by Bethel's Facilities Manager or Supervisor
2. Prompt Communication is very important: Respond to communications from Bethel leadership in short, concise written or voice communications. Answer all Bethel phone calls during core hours. Check and respond to email and texts daily.
3. During the winter, keep Bethel Highlands' sidewalks and entrances clear of snow and ice by using a snow thrower and/or hand shovel, plus prudent application of ice removal chemicals. Snow and ice removal is a priority for all church services, Preschool days, and special events.
4. For scheduled events, this position ensures that doors are unlocked, and the building is accessible.
5. When assigned, ensure that doors are locked at night. This task includes checking all areas to ensure lights and equipment are turned off, heating is adjusted, and there are no potential problem areas.
6. Strive for energy efficiency by ensuring that lights are on only in areas where and when needed. Maintain temperature per Bethel building guidelines.
7. Be familiar with each facility's mechanical equipment (security system, door access controls, lights, heat, pumps, circuit breakers, etc.) and be able to trouble shoot basic problems as needed. Report significant building issues promptly.
8. Identify failed light bulbs and change those bulbs promptly.
9. With proper assistance and supervision, safely operate Bethel's lift equipment in order to change bulbs beyond safe reach of a ladder.
10. Perform custodial duties in support of the Preschool director, and assist the director when special needs arise, such as deliveries, accompanying service personnel, etc. Always keep entryway areas clean and tidy .



11. If assigned to do so, clean the Pre-school classrooms and restrooms after normal school hours by following the prescribed checklist and expectations.
12. Keep the Highlands and/or Downtown grounds free of garbage and clutter
13. In coordination with other custodians, perform duties such as vacuum carpets, align furniture, clean windows, empty garbage cans and change liners, clean bathrooms; check and replenish paper towels, toilet paper and hand soap; clean urinals and stools; clean sinks and mirrors; wet mop floor using hot water and appropriate cleaning solution.
14. Ensure all exit doors are always properly accessible, including back room storage area walkways and exits.
15. Keep the facility uncluttered by placing unused tables and chairs in the storage area when not in use.
16. Attend as many weekly Bethel Staff meetings as possible, which are generally held Wednesdays at 10:00 am at Bethel Downtown.
17. Become familiar with basic set up of Bethel's Children's Theater, Youth Room and Fellowship Hall audio/video equipment

Before special events:

1. Ensure that the facility presents a clean, organized and welcoming appearance
2. Ensure that heat, light and technical needs are appropriately prepared
3. Ensure adequate supplies are available (coffee, towels, toilet paper, etc.)
4. Ensure the Bethel Memorial Garden remains free of ice and snow throughout the winter and the sidewalk is cleared of leaves and debris during spring through fall.

Job Requirements

1. Must be a team player and cooperate with other team members on a cordial basis.
2. Must be able to independently set up, take down and relocate tables; stack, unstack and move chairs; move file cabinets using provided equipment.
3. Work a flexible part-time schedule in which may require regular weekend or night hours.
4. Ability to safely operate indoor and outdoor power equipment including a scissor lift, snow blower, hedge trimmer, mower, and be able to shovel snow in inclement weather
5. Familiarity with cleaning of institutional buildings or related sites.
6. Demonstrated knowledge of basic equipment repair and routine building maintenance.
7. Ability to follow directions and communicate clearly with other staff.
8. Willingness to work within congregational structures and policies.
9. Ability to respond promptly to building alarms after normal hours.
10. Must pass a pre-employment physical and receive medical evaluations every 5 years.

Time Reporting and Scheduled Hours for this Position:

- This position requires electronic hourly time reporting.
- Do not exceed scheduled hours during Bethel's seven day work week (Saturday through Friday) without supervisory approval.
- All work must be performed on premises. Work hours must be spent in Bethel facilities and on Bethel tasks.

Supervised By: Facilities Manager