



## Facilities Worker

**I. Job Objective/Summary:** This is a **part-time position** to assist in fulfilling HBC's vision statement: "We are a church of broken people, blessed in Christ, to be a blessing to the world, all for the glory of Christ." The Facilities team member will clean and maintain HBC facilities, grounds, and vehicles; will make basic repairs, and will work under the direction of the Director and Assistant Director of Facilities to keep all church operations running smoothly.

### II. Job Duties:

1. Clean and maintain floors and restrooms (vacuum, sweep, mop, sanitize, etc.)
2. Set-up for regular services, special services, activities, etc.
3. Responsible for collection and disposal of trash.
4. Clean and maintain walls, glass, tables, white-boards as needed etc.
5. Maintain lawn, shrubbery, and flower beds.
6. Conduct repairs and maintenance as needed.
7. Recruit and train volunteers for ministry related matters in the custodial area.
8. Attend and assist at meetings and ministry events as needed.
9. Run errands off campus as needed.

### III. Qualifications and Skills:

1. Love Jesus more than anything else with a proven commitment to His church, including membership. Willing to become a member of HBC, if not already.
2. A high school diploma or its equivalent with some experience in the field or in a related area. Some college, vocational schooling, and/or general maintenance and repair experience is beneficial but not required.
3. Works well with people, has good communication skills and basic supervisory skills.
4. Basic knowledge of and ability to operate and maintain custodial equipment and perform routine repairs relating to HVAC, vehicles, equipment, etc.
5. Basic knowledge of the field's concepts, practices, and procedures including a good working knowledge of chemicals used for cleaning.
6. Good common sense with an eye for detail; produces consistently accurate work.
7. Relies on instruction of the Director and/or Assistant Director to plan and accomplish goals.
8. The ability to problem solve and think creatively within a team to form a solution.
9. Team philosophy and good work ethic.

### IV. Physical Demand and Working Requirements:

1. Able to lift at least 50 pounds without difficulty.
2. Possess a valid Virginia driver's license with CDL air brake classification (or willingness to obtain a CDL)
3. Able to climb ladders and work a minimum of 15 feet suspended above ground level.