

**Brentwood United Methodist Church**  
**Facilities Ministry Team**

**Reports to:** Facilities Supervisor

**Facilities Ministry Description:**

The Facilities Ministry supports the ministries and the mission of BUMC by keeping facilities clean, safe, and well maintained in addition to performing room set ups and break downs.

**Ministry Responsibilities:**

- Clean and maintain physical buildings of the church to include vacuuming and cleaning floors, dusting, and cleaning windows
- Set up and tear down tables and chairs and other equipment for classes and events
- Assume responsibility for specific areas of the facilities as assigned
- Open and close church facility as needed
- Collection and disposition of trash
- Handle unloading and stocking of church supplies
- Attend department meetings
- Other duties as assigned

**Qualifications and Skills:**

- Dependable, responsible, and self-motivated
- Must have a cheerful and positive attitude
- Capable of working without supervision
- Able to work nights, weekends and overtime when required
- Has good interpersonal skills and is able to communicate effectively and courteously with staff and volunteers
- Demonstrates flexibility with changes in assignments and schedule
- Like all new applicants for employment at Brentwood Methodist Church, Facilities staff must complete all applications, interviews, and if offered a position, background checks and clearances in accordance with the provisions of our adopted Safe Sanctuary Policy

**Education and Experience:**

- High School Diploma or GED required
- Prior maintenance experience preferred (2-3 years)

**Classification:** Regular, Full-time (40 hours/week), Non-exempt.

**Work Schedule:** Tuesday – Friday, 12:30p – 9:00p; Saturday 12:00p – 8:00p

**Physical Requirements:**

Ability to reach, bend, stoop, kneel, and stand for extended periods of time. Must have the ability to lift 50 pounds and have complete mobility in building and grounds activities.

For more information – Email [hr@bumc.net](mailto:hr@bumc.net) or visit <http://www.bumc.net/employment>

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