

Brentwood United Methodist Church
Facilities Ministry Team
Part-time

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.

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
- Good interpersonal skills and ability to communicate effectively and courteously with staff and volunteers
- Demonstrates flexibility with changes in assignments and schedule

Education and Experience:

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

Ministry Responsibilities (Essential Duties):

- 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

Classification: Non-exempt, Regular, Part-time (20-25 hours a week)

Work Schedule: Evening and weekend work hours required. Scheduled determined during interview process.

Physical Requirements:

Ability to walk, reach, bend, stoop, kneel, and stand for extended periods of time. Ability to lift 50 pounds and have complete mobility throughout the building and on the church grounds.