

Part-Time Facilities Team Member

Team: Facilities Team

Reports to: Facility Manager

Department: Operations

Hours: Part-time, non-exempt. Hours as available

Position Summary

Serve our congregation through supporting the different ministries by ensuring the facility is ready, safe, and welcoming for their participants

Position Overview:

The Facilities Team is often the only staff representing Appleton Alliance Church for special events such as community rentals or weddings. It is important this position is able care for these events following the Ministry Values as described below all while serving the event participants by getting the assigned tasks completed. Secondly, and just as important, it will also be asked the used spaces be cleaned and prepared for the next scheduled event.

Work Schedule:

As a member of the Facilities Team you will be able to sign-up for shifts as events require or as other team members need time off. This is communicated through a time management system, you will be notified of open shifts and will have the ability to choose a shift to work.

Responsibilities:

- Clean building floors by sweeping, mopping, scrubbing, and vacuuming.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Drive vehicles required to perform or travel to cleaning work, including vans, industrial trucks, or industrial vacuum cleaners.



APPLETON ALLIANCE CHURCH

*Connecting the world with **God** and **one another***

- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow-melting chemicals. Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs to prepare facilities for events such as banquets and meetings.

Position requirements:

- Excellent communication and interpersonal skills.
- Ability to prioritize and perform multiple tasks simultaneously.
- Ability to lift 20 pound chairs to a height of up to five feet three hundred times a shift
- Ability to tip down, fold and cart sixty-inch round tables.
- Outstanding customer service skills.
- Ability to work effectively as an individual as well as within the team.
- Ability to follow written and verbal instructions.
- Must have a servant's heart and be flexible to meet ever-changing demands of ministry.

STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with **God** and **one another**

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church

Our purpose is simple: Connecting People with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy

Strategic and Effective

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission

Felt Needs First, Prescribed Needs Second

We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible

Come and See – Go and Be

We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Appleton Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions

Healthy Relationships

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building

Servant Leadership

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church

Stronger Together

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one

Complementarian

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men

Healthy Leadership

We are healthy, high capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community

Equip Future Leaders

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations