

JOB DESCRIPTION

JOB TITLE	Facilities Team: Part-Time, Langley Campus	DATE	Sep 5, 2021
REPORTS TO	Neil Muth, Church Manager	DEPARTMENT	Facilities
JOB PURPOSE:			
To serve the ministries of Christian Life Assembly, and the requirements of external renters, by performing assigned custodial duties and room booking requirements			
DUTIES AND RESPONSIBILITIES			
<p>Physical Requirements</p> <ul style="list-style-type: none"> • Able to lift and move a minimum of 20 pounds for a minimum of 15 to 20 minutes • Able to lift and move up to 40 pounds for a minimum of 1 to 2 minutes • Not allergic or sensitive to sanitizing or cleaning chemicals <p>Hours</p> <ul style="list-style-type: none"> • This is a part time role that requires flexibility of schedule. Candidates must be open to working a variety of hours throughout the week, including evenings, and locking up the building • Shifts (varying in length) can occur at the following times: <ul style="list-style-type: none"> - Afternoon until lock up (between 11pm – midnight) - Some morning shifts - Weekends – all day - Mid-day – for special events <p>Competencies</p> <ul style="list-style-type: none"> • Understand the Mission of CLA and the Facilities team's vital role • Attention to Detail • Thorough in execution of work • Teachable attitude & can follow procedures • Able to problem solve & determine priorities - including time management • Communication – verbally and written • Able to Multi-task • Comfortable working in a solitary environment (being alone in the facilities) • Able to work well together as a team when required. • Deal with security issues- as per policy and training. • Cordial <p>Training</p> <ul style="list-style-type: none"> • First aid training, if required • Security Training <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Performs work according to Shift Schedule Binder tasks and specifics as outlined on Duty sheet, which include some of the following: <ul style="list-style-type: none"> ○ Ensure the proper setup and take down of rooms for events and functions – equipment, tables, chairs, etc. ○ Move or return all the equipment to their proper location when not in use. This includes AV equipment, portable check-in-stations, televisions, overheads, etc. ○ Various Caretaking / Housekeeping responsibilities, such as: <ul style="list-style-type: none"> ▪ Sweeping, washing, and vacuuming floors ▪ Dusting and glass cleaning ▪ Cleaning, sanitizing and restocking bathrooms 			

<ul style="list-style-type: none"> ▪ Collect & disposing of garbage in and outside the campus (includes office areas) ▪ Collect and dispose of recyclables, except personal office paper recyclables ▪ Cleaning Daycare and Preschool, when required ▪ Laundry of tablecloths and other items and ensure they are put away ▪ Salt and Shovel Sidewalks as required ▪ Restock: dispensers, items in auditorium • Security <ul style="list-style-type: none"> ○ Provide access for those conducting church business / ministry during or after hours ○ Patrol area and report any suspicious activity to ensure maximum security of building ○ Secure / lockdown of building ○ Emergency response ○ Acting Fire Marshall during your shift (will be trained on what that requires) ○ First Aid Attendant ○ Power outage procedures • Communicate <ul style="list-style-type: none"> ○ Report any deficiencies, maintenance issues and any tasks not completed, both verbally, in shift binder and by email • Special assignments: <ul style="list-style-type: none"> ○ Weddings, Funerals, Rentals for Events (such as grads, etc.) • Other <ul style="list-style-type: none"> ○ Assist ministry teams and volunteers with facility related issues ○ Fill and monitor water baptismal tank when requested ○ Might be required to support at other CLA facilities campuses or properties. ○ Other tasks as assigned
<p>KNOWLEDGE, SKILL, ABILITY</p>
<ul style="list-style-type: none"> • Good communication skills, both verbally and written • Ability to understand and effectively carry out oral and written instructions • Ability to multi-task with strong attention to detail • Ability to work within a team environment and independently with limited supervision • Ability to quickly problem solve and/or contact appropriate personnel for assistance • Ability to establish and maintain effective working relationships with staff and public • Ability to work effectively in pressure situations • Ability to prioritize and schedule work accordingly
<p>BEHAVIOURAL COMPETENCIES</p>
<p>Spiritual Focus: To live an authentic and growing Christian life</p> <p>CLA Focus: Ability and willingness to align one's own behaviour with the overall mission and strategies of CLA:</p> <p style="padding-left: 40px;">Our Mission: Joining God in transforming our lives, neighbourhoods, nation, and world</p> <p style="padding-left: 40px;">Our Strategies:</p> <ol style="list-style-type: none"> 1. GATHER: I will regularly attend CLA's Sunday church services 2. GROW: I will engage in meaningful, growing relationship with God and other Christ-followers in CLA 3. SERVE: I will volunteer my time and talents to serve others in or through CLA 4. GO: I will share my faith through love and good deeds in my neighbourhood and world <p>Service Focus: Desire to focus one's efforts on discovering, meeting, and serving the needs of the others as they align with the ministry focus and goals</p> <p>Teamwork: Work cooperatively within teams, work groups and across CLA to achieve overall vision and goals.</p>

Flexibility: Willingness to adapt to and work effectively within variety of diverse situations Problem Solving: Ability to review situation, organize the information, identify some key factors and suggest/generate solutions. .			
QUALIFICATIONS			
<i>Completion of Grade 12. Past related experience an asset. Preference maybe given to applicants with Level 1 first aid training.</i>			
SIGNED <i>Employee</i>		DATE	
SIGNED <i>Supervisor</i>		DATE	
TITLE <i>Supervisor</i>			

Note: This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.