



# Facility Department Staffing

## Facility Job Description

# Facility Staffing

## Virtues for a Team Player

### **Humble:**

Humility is the single greatest and most indispensable attribute of being a team player. Humble people are quick to point out the contributions of others and slow to seek attention for their own. They share credit, emphasize team over self, and define success collectively rather than individually.

### **Hungry:**

Hungry people almost never have to be pushed by a manager to work harder because they are self-motivated and diligent. They are constantly thinking about the next step and the next opportunity. This is a manageable and sustainable commitment to doing a job well and going above and beyond when it is truly required.

### **Smart:**

Smart simply refers to a person's common sense about people. It has everything to do with the ability to be interpersonally appropriate and aware. Smart people tend to know what is happening in a group situation and how to deal with others in the most effective way. They ask good questions, listen to what others are saying and stay engaged in conversations intently.

## Objective

The Facility staff person supports ministry events, overall facility use and clean-up of the church. The Facility staff person reports directly to the Facility Director and IT Director/Facility Manager with some direct report to the Business Manager. This person works closely with ministry leaders and volunteers. This individual must have a heart for ministry and be willing to work on the weekends and evenings.

## Goals

We believe that the deployment and effective management of our facility operations is an important element in our strategy to provide for excellence in serving our church.

We want to gather the resources and expertise necessary to best deploy our staff and volunteers to serve God and our church with our efforts. We will manage the leadership of facility personnel, resources, and efforts from the ministry and pastoral staff and the Business Manager.

## Facility Staff Role

The Facility Staff person will play a large role in the day-to-day facility operation of the church. The right candidate will be a team player, have excellent communication skills, work effectively in a high stress environment, provide quick solutions to problems when they arise, and have great people skills.

### Personal Attributes

A deep, evident love of Christ, Church and Kingdom that shapes all aspects of his/her life. Personal qualities of integrity, credibility, and a commitment to the mission, vision, and core values of Oro Valley Church of the Nazarene.

A commitment to a lifestyle of continual growth in both character and competency.

Works well in a team setting and fills in for others as needed.

Maintains staff and church confidentiality.

Is a good communicator.

Must be able to handle multiple projects simultaneously.

Must be organized and adaptable.

Strives for excellence.

Possess a positive attitude.

Able to succeed in an environment with high expectations.

Demonstrate ownership and responsibility.

### Experience/Skills/Abilities/Responsibilities:

Requires a minimum of one to two years of work experience in a similar facility setting. Must have basic knowledge of custodial and landscaping. Able to deal with severe changes in weather as there is inside and outside work required.

Must be able to lift and carry up to 50 pounds.  
Must be able to clean outside areas of landscape, parking lots and the outside of all facilities.  
Must be able to paint buildings around campus as requested.  
Set up and take down for events including Sunday set up (umbrellas, outside mats, Third Space and Patio set up).  
Prepare Baptistry as needed.  
Clean and reset rooms for meetings, events and activities, clean restrooms, set and reset sanctuary as needed.

Must be able to trouble-shoot problems, provide suitable solutions quickly and accurately, and work under stress. Must exhibit the ability to take direction and responsibility for follow-up of assigned tasks to ensure they are completed satisfactorily, accurately, and on time. Must have the ability to prioritize and multi-tasks in the midst of a fast-paced, high-demand, and sometimes-unpredictable work environment. Requires the ability to work without constant supervision and within a framework of specific guidelines.

Other duties as assigned.

NOTE: This description is to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of the supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration to describe duties does not prohibit the assigning of additional duties that may be similar in kind or in difficulty as needed.

## **Hours of Work and Attendance:**

This is a full-time position. Hours worked are flexible, however, they must meet Facility Director approval.

The Facility staff person's schedule is dependent on event schedules and will remain flexible based on this schedule. The Facility staff person will work as needed on Saturdays and Sundays and evenings based on the event schedule and will adjust their time accordingly.

---

Agreed, Accepted and Signed by:

---

Date