

OAKHILLS C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:
Unity: We seek to promote unity in the Body of Christ
Grace, Truth and Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ’s community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Building Attendant	Status:	Part-Time
Department:	Operations Administration	FLSA:	Non-Exempt
Reports to:	Facilities Team Supervisor	Job Class:	Service Workers
Direct Reports:	None	Minister:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Schedule varies by position (16-24 hours)	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. **Job Summary:** Responsible for janitorial services, room set-up and building services.

II. **Primary Duties and Responsibilities:**

1. Building Set-up and Clean-up
 - a. Clean and set-up all rooms and building areas as scheduled.
 - b. Insure all areas of the building are clean and maintained.
 - c. Prepare and provide refreshments, equipment, seating arrangement, and other requests as requested by ministries.
 - d. Clean and prepare Baptistry for use.
2. General Facility Maintenance of Building and Grounds including but not limited to the following:
 - a. Clean and stock restrooms and kitchens.
 - b. Be observant of building and grounds to report or act on any unsafe conditions or areas in need of repair.
 - c. Maintain grounds, including sidewalks and entrances, as directed. Pick up trash on grounds to ensure parking lot free of trash and obstacles.
 - d. Clean glass doors and windows.
3. Prepare communion trays for weekend services and replenish as needed during weekend worship services. Clean and store communion trays and supplies.
4. Customer Service
 - a. Develop working relationship with all departments.
 - b. Review room set up and instructions for setups on a daily basis.
 - c. Anticipate needs of ministries to provide excellent service.
5. Work Schedule may vary depending on needs of the church.
6. Other duties and responsibilities as assigned.

III. **Minimum Qualifications:**

1. Ability to read and write.
2. One (1) year experience in labor, maintenance or related field.

IV. Knowledge and Abilities

1. Knowledge of cleaning materials, methods, equipment and procedures.
2. Knowledge of basic use and maintenance of cleaning equipment.
3. Ability to readily learn repetitive task.
4. Ability to work independently with limited supervision.
5. Ability to work with occasional flexibility in schedule.
6. Ability to understand and follow simple oral and written instructions.
7. Ability to communicate clearly and effectively through both verbal and written means.
8. Ability to establish and maintain effective working relationships with ministry volunteers.
9. Ability to perform physical tasks.

V. Physical Requirements and Working Conditions

Constantly lifting/carrying up to 40 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate radio communication devices and basic office equipment. Constantly required to stand, walk, push, pull, bend, squat, kneel, lift from floor, and use hand and finger dexterity. Frequently required to reach above and below shoulder level, lift bulky items, and climb stairs. Occasionally an employee will be required to balance and climb ladders. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Personally engaged with OHC mission, vision and strategy.
3. Preferably actively engaged in the OHC mission to be Christ in your own neighborhood.
4. Preferably attend Life with Oak Hills class.

Note: We support our employee's attendance of a Sunday worship service and make every attempt to accommodate weekly attendance.