

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:	Facilities Team Lead	Status:	Full-Time (40 Hours)
Department:	Operations Administration	FLSA:	Non-Exempt
Reports to:	Facilities Team Supervisor	Job Class:	Service Workers
Direct Reports:	Building Attendants	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Tuesday – Saturday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. **Job Summary:** Responsible for custodial and room set-up services. Provides lead support to inhouse and outsourced teams to ensure buildings are presentable, serviceable and prepared for each service and event.

II. **Primary Duties and Responsibilities:**

1. Assist management with supervision of day-to-day workload.
 - a. Conduct on-the-job training of staff.
 - b. Ensure event schedule is followed.
 - c. Manage priorities in facilities work order system.
 - d. Provide inhouse team and outsourced custodial team backup support.
 - e. Maintain, organize, and control inventory supplies.
 - f. Assist the department with administrative paperwork when necessary.
 - g. Inspect and evaluate the building and grounds to ensure high cleanliness standards.
 - h. Prepare for all inspections by governing agencies in reference to the health and welfare of the facility (i.e. pre-school, commercial kitchen and all food prep areas).
2. Perform duties and responsibilities of Building Attendant including:
 - a. Review event calendar to anticipate needs, scheduling requirements and work flow.
 - b. Ensure refreshments, equipment, seating arrangement, and other requests are met.
 - c. Ensure baptistery is clean and available as needed.
 - d. Prepare communion trays for weekend services.
 - e. Maintain grounds including sidewalks and entrances.
3. Other duties and responsibilities as assigned.

III. **Minimum Qualifications:**

1. Ability to read and write.
2. One (1) year lead supervisory experience in labor, maintenance or related field.
3. Bilingual preferred. (English/Spanish)

IV. **Knowledge and Abilities:**

1. Knowledge of cleaning materials, methods, equipment and procedures.
2. Knowledge of basic use and maintenance of cleaning equipment.
3. Knowledge of Word, Excel and similar software programs.
4. Ability to train, develop and manage personnel staff.
5. Ability to work with occasional flexibility in schedule and provide coverage as needed.

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 staff, members, and ministry volunteers.
9. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

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. Work schedule may vary depending on needs.

VI. OHC Staff Expectations:

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with OHC and become an OHC member within six (6) months of employment (preferred).
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

Revised: July 2019