



## Position Description –International Headquarters

<b>Date</b>	April 23, 2019
<b>Title</b>	Facility Services Housekeeping (EVS) / Setups
<b>Education Requirements</b>	High School Diploma or GED
<b>Experience Required/Desired</b>	1-3 Years
<b>Immediate Supervisor</b>	Louie Jorgensen
<b>Employment Status</b>	<input type="checkbox"/> <b>Full Time</b> (40 hours per week) <input checked="" type="checkbox"/> <b>Part Time</b> (20 hours or more per week) <i>List hours per week: M--F 8:00am--Noon</i> <input type="checkbox"/> <b>Part Time</b> (under 20 hours per week)

<b>Summary of Position</b>	<p>Perform general custodial duties, such as floor maintenance, sweeping, mopping, dusting, restroom sanitizing, restoration/deep cleaning, vacuuming, glass cleaning, laundry of department cleaning equipment and other duties as assigned. Staff will provide support for events hosted at headquarters, working evenings and weekends as required. Staff will also support the moving of items and office re-locations. This person must also be able to keep up with work demands and be independent enough to be a self-starter and use time wisely. Provides the Facility Services Team Lead with necessary information as to the conditions of the buildings and identify any potential hazards or improvements needed. Must possess and maintain a valid driver's license to drive Church owned vehicles.</p>
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Maintain the facilities to be sanitary, clean and have a high esthetic appearance through general custodial duties, like floor maintenance, dusting, restroom sanitizing, glass cleaning and trash removal.</li> <li>2. The moving of items and furniture, with the ability to lift 60-80 lbs.</li> <li>3. Maintain regular, reliable and consistent attendance in the work place.</li> <li>4. Be able to work evenings and weekends as required to support events and functions at International Headquarters.</li> <li>6. Must have and maintain a valid driver's license to operate Church owned vehicles.</li> </ol>

<b>Competencies/Skills</b>	<ol style="list-style-type: none"> <li>1. Functional/Technical Skills</li> <li>2. Dealing with Ambiguity</li> <li>3. Customer Focus</li> <li>4. Decision Quality</li> <li>5. Timely Decision Making</li> <li>6. Integrity and Trust</li> <li>7. Priority Setting</li> <li>8. Technical Learning</li> <li>9. Time Management</li> <li>10. Self-Starter</li> <li>11. Work/Life Balance</li> </ol>
<b>Registered Youth Worker</b>	Employee is required to be a registered youth worker with Community of Christ or able to register within 30 days of hire date.
<b>Supervisory Responsibility</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Other Duties</b>	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.
<b>Overtime Status</b>	<input type="checkbox"/> Ministerial position <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt