

JOB TITLE: ChangePoint Facilities Support
DEPARTMENT: Facilities
REPORT TO: Facilities Manager
DATE REVISED: November 21, 2013
CLASSIFICATION: Part Time / Temporary / As Needed

POSITION PURPOSE:

- ❖ To assist the Facilities team in maintaining the ChangePoint facility and campus in a manner that reflects excellence while utilizing good stewardship and placing a high value on the users of the building

SCOPE OF WORK:

- ❖ Assist Facilities team with Janitorial needs
- ❖ Assist Facilities team with Setup
- ❖ Other Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❖ Assist Janitorial Lead
 - Vacuuming
 - Cleaning bathrooms
 - Restocking paper
 - Shampooing carpets
 - Stripping and waxing of hard surfaces
 - Sweeping and Mopping
 - Cleaning of Commercial Kitchen
 - Etc.
- ❖ Assist Facilities Team with Setup
 - Setup and tear down of tables and chairs
 - Cleaning of tables and chairs
 - Tear down and setup of Auditorium chairs
 - Event support
 - Etc.
- ❖ Other Duties
 - Fill in for Facilities Team members that are out.
 - Available for special event cleanup many of which will require late evening hours.
 - Snow Shoveling and Salting
 - Etc.

JOB SPECIFICATIONS:

- ❖ Ability and willingness to work hard physically, moving heavy tables and chairs.
- ❖ Able to lift 50+lbs
- ❖ Willingness to do whatever it takes to support the facilities team.
- ❖ Must be dependable.
- ❖ Will to work evenings and weekends.
- ❖ Must be willing to work on ladders and lifts.
- ❖ Will be able to maintain a high standards in his/her work