



KNOLLWOOD BAPTIST CHURCH

Facility Care

Location: London Ontario

Denomination: Fellowship of Evangelical Baptist Churches in Canada (FEBC)

Please send a cover letter and resume to office@knollwood.ca

OVERVIEW:

Facility Care is responsible for managing the church's property. This would include preparing the place of worship for the worship service, cleaning up, or performing any other duties related to the church property.

POSITION STATUS

Part-Time (25 Hours at \$18/hour)

2-weeks paid vacation annually

SUPERVISORY RELATIONSHIP

Reports to the Lead Pastor

ROLES AND RESPONSIBILITIES

- The role of this person is mainly to serve. The church needs this individual to provide logistical and material support so that the Pastors and elders can focus on the Word of God and prayer.
- Accountability will be to the Lead Pastor and, through him, to the Elders and members of Knollwood.
- Keep Lead Pastor appraised of any maintenance issues that you are unable to complete
- He/she will be the point person for purchasing any supplies needed for the building's cleaning and maintenance.
- Weekly:
 - Maintain a clean building
 - Cleaning of washrooms twice a week; once at the beginning of the week and again at the end. Toilets, countertops, sinks, mirrors, floors, etc. Ensure there are paper towels, toilet paper, soap, etc.
 - Cleaning of windows
 - Disinfecting surfaces and anything that may be touched, including light switches, arm rails, door handles, etc.
 - Collect all garbage, tidy washrooms, and turn off dripping taps and lights that are on.
 - Vacuum the rugs in the lobby and lower level at least once weekly.
 - Classrooms are cleaned once or twice a week, depending on the activity. Tables and chairs are cleaned, shelves are tidied, and sinks, toilets, and counters are wiped more than once a week.
 - The auditorium is cleaned and dusted, the piano tidied, chair resources replenished, and keep pencils sharpened.
 - All hard floors mopped (Cafe, washrooms, and kitchen)
 - The gym floor is swept after each activity. The floor is mopped weekly.
 - Clean drinking fountain
 - Clean east and west stairways. Wipe ledges, etc.
 - Garbage is put out to the curb from the shed (4 to 20 bags according to activity during the week).
 - Communicate with Ministry Assistant about facility needs.

- As Needed:
 - Cleaning up after rentals (This may require weekends and includes additional compensation)
 - Put tables in the auditorium for communion elements
 - Set up rooms for events. (putting up & taking down tables as needed).
 - Cleaning of the cafe and kitchen, as necessary.
 - Check exit lights and replace bulbs. Notify about lights you can't reach.
 - Adjust timers for outside lighting in the parking lot, church signs, and other lights.
 - Replace batteries in clocks throughout the building and set the clocks back or forward each season. Replace chair leg protectors.
 - Baptistry: Follow filling instructions when needed to fill the baptistry, clean the baptistry, fill the water to the desired depth.
 - Able to respond to people's questions regarding ministry or times of activities at Knollwood when no one else is at the church.
 - Ordering and picking up supplies
- Responsible to attend and participate in the regular worship services
- Organizing and interact with service people such as meter readers, elevator inspectors, contractors, etc.
- Work with the other Deacons to develop a facility maintenance team to help with ongoing maintenance and other projects.
- Organize landscaping team.
- Organize maintenance or small facility projects.
- Maintain ongoing safety certification.

EDUCATION AND OTHER QUALIFICATIONS

- To be Biblically qualified for a serving position as laid out in 1 Timothy 3:8-12:
 - Dignified (v. 8), Not double-tongued (v. 8), Not addicted to much wine (v. 8), Not greedy for dishonest gain (v. 8), Sound in faith and life (v. 9), Blameless (v. 10), Godly wife (v. 11), Husband of one wife (v. 12), Manage children and household well (v. 12)
- A Church Member in good standing at Knollwood Baptist Church
- Agreement with and adherence to Knollwood's Statement of Faith, Mission, Vision, and model of ministry. Along with staff policies.
- Commits to promote and help implement the mission and objectives of the church.
- Consistently nurtures his/her personal relationship with God through the practice of spiritual disciplines (including the reading and study of Scripture, prayer, and good stewardship of time and money)
- Has a passion to see individuals come to know God and to grow in their relationship with him
- Supports the ministry of the Lead Pastor, Associate Pastors, Staff, and Elders.
- Demonstrated ability to work independently and as a team
- Ability and willingness to work cooperatively with others
- Ability and willingness to work some early mornings, evenings and weekend days
- Able to physically clean the facility and accomplish small maintenance projects.
- Can pick up 50 lb.

PREFERRED QUALIFICATIONS

- Familiarity with working with people.
- Takes initiative.