



BURNT HICKORY

Baptist Church

Position Description

Position Title: Facilities Closer

Reports to:	Facilities Director
Shift:	Evenings and weekends
Position:	Part-time, non-exempt, hourly, support position
Objective:	Responsible for maintaining clean buildings and grounds ready to use for church activities and securing the building at the end of the day

1. Maintain floors according to the schedule determined by the Facilities Director, dust furniture and equipment, wash walls and windows, vacuum carpets as needed and empty trash daily.
2. Ensure that building is prepared for next day's activities.
3. Maintain clean restrooms and replenish supplies.
4. Operate heating and cooling equipment according to schedule.
5. Prepare Baptistery for use as directed and clean it following each use.
6. Open and close building daily as scheduled.
7. Keep church entrance, sidewalk, and parking areas clean.
8. Move furniture, set up tables and chairs for suppers, banquets and other similar occasions, set up assembly and classroom areas for regularly scheduled activities.
9. Prepare facilities for special use as requested by ministers or staff.
10. Assist when facilities and arrangements are needed for weddings.
11. Be able to do light maintenance work (i.e., replace light bulbs, check air-conditioner filters, light painting).
12. Perform other duties as assigned.