



HOUSE OF HOPE
PRESBYTERIAN CHURCH

Position Description

Job Title:	Facility Staff
Reports To:	Facility Manager
Location of Job:	Saint Paul, MN
FLSA Status:	Non-exempt
Pay Range:	\$21.00 - \$23.00/hr
Date of Last Revision:	2025

PURPOSE:

Under general supervision, perform a wide variety of custodial, maintenance, event and security duties to provide a clean, orderly, and safe environment.

RESPONSIBILITIES:

The Facility Staff perform custodial, housekeeping, minor maintenance, security and miscellaneous duties in and around the Church campus facility to ensure facility are maintained in a healthy, safe and sanitary manner. This is a full-time position which may include working evenings and weekends at approximately 35 to 40 hours per week.

KEY DUTIES AND ACCOUNTABILITIES:

The Facility Staff is responsible to the Facility Manager for the fulfillment of the responsibilities of the position. Clean and care for buildings and facilities to ensure they are maintained in a safe and healthy manner. The following list of duties may be assigned to specific individuals.

- Clean offices, meeting rooms and gathering spaces.
- Clean floor areas as appropriate using prescribed equipment and methods.
- Dust/wipe down all furniture, light fixtures, picture frames and windowsills.
- Remove cobwebs from all nooks and crannies.
- Wash and disinfect all washroom floors, toilets, toilet seats, sinks and fixtures. Spot clean walls and toilet partitions. Clean all mirrors.
- Replenish toilet tissue, soap, paper towels and other products as needed.
- Empty all waste baskets, bins and garbage cans.
- Place garbage in an outside storage bin.
- Clean, wash and disinfect drinking fountains.
- Clean kitchen sinks and counters.
- Spot clean walls as needed.
- Identify stains and use proper chemicals for removal.

- Report and respond to emergency calls for custodial assistance.
- Maintain inventory and submit requests for supplies as needed.
- Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner.
- Secure building including entrances/exits. Close all windows and secure doors at the end of the day.
- Set up and maintain A/V and sound/microphone equipment.
- Set up and breakdown events.
- Perform other duties or responsibilities as assigned or requested.
- **Special Assignments:**
 - Assist with and perform periodic deep cleaning of facilities including windows, walls and refinishing of hardwood floors.
 - Perform scheduled lawn mowing, trimming, weeding, raking and fertilizing, tree and shrub pruning, repair and reseeded of damaged lawn areas.
 - Operate grounds maintenance equipment.
 - Water lawn, trees and plants.
 - Remove snow from sidewalks and driveways. Spread salt or other snow-melt chemicals on walks and drives during icy conditions.
 - Assist with the setting up of meetings, events and seminars including computers and A/V equipment.
 - Assist with live streaming of events.
 - Assist with minor maintenance repairs.

Typical Physical Requirements for this Position:

The Facility Staff position is a physically demanding position. Must be able to perform physical activities such as lifting heavy items, bending, standing, operate medium weight cleaning equipment such as floor buffers/waxers/polishers, moving some furniture, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust or noise. Ability to work outside in adverse conditions.

PREFERRED QUALIFICATIONS

- High school diploma or equivalent.
- Knowledge of standard cleaning procedures, chemicals, products and equipment.
- Knowledge of workplace hazardous materials.
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- Effective verbal and listening communication skills.
- Proficient with computers and A/V equipment.
- Self-starter able to work independently.
- Effective time management skills.
- Ability to work under general supervision and comply with the policies and procedures of the organization.
- Ability to treat others with respect; promote unity and demonstrate support and understanding to colleagues, members and visitors.