



Building Services Team Member

Position Scope: Part-time; 20 hours; Monday – Thursday and every other Saturday

Position Status: Non-exempt

Salary: \$15.25 - \$16.50 per hour

Reports to: Building Services Team Lead

Department: Building Services

Eastview Vision

Loving + life-giving people bringing hope + healing in Jesus.

Ministry Responsibilities

The Building Services Team Member performs general upkeep, cleaning, maintenance, and basic repairs of building and grounds and the associated equipment. Occasional overtime work is required.

Essential Duties

- Performs general cleaning, vacuuming, floor care, trash removal, restroom cleaning and stocking
- Sets up and tears down tables and chairs
- Minimally assists with lawncare tasks and occasional snow removal for entrances and sidewalks
- Assists Facility Engineer with painting, flooring, and construction as needed
- After being trained, assist with basic plumbing and lighting tasks as well as very basic electrical work
- Identify safety and security issues and take appropriate corrective actions
- After being trained, identify fire control and alarm system alerts
- Comply with all applicable codes, regulations, governmental agencies, and Eastview directives related to building operations and work safety
- Other duties as assigned

Required Core Competencies

- *Functional/Technical Skills* – knowledge and skills to do job at high level of accomplishment
- *Time Management* – values time, uses effectively, concentrates efforts on important priorities

- *Action Oriented* – enjoys working hard, full of energy for challenges, seizes opportunities
- *Conflict Management* – steps up to conflicts, reads situations quickly, good at focused listening
- *Emotional Intelligence* – self-awareness, motivation, self-regulation, relates well to all kinds of people, builds appropriate rapport

Required Qualifications

- Previous experience in the custodial work environment
- Basic computer skills to accomplish tasks and communications
- Understanding of safety and security including communication procedures, physical and environmental hazards
- Knows the basics of changing filters for heaters and air conditioners

Physical Demands

Stand:	C	Hearing/Listening	C
Sit:	O	Carry/lift 0-10 lbs	F
Walk:	C	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	O
Reach Outward:	C	Carry/lift 51 - 100 lbs	O
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	F	Push/Pull 0-12 lbs	F
Crawl:	N	Push/Pull 13-25 lbs	O
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	O
Bend:	F	Push/Pull 41-100 lbs	O
Talk:	C		

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

F (Frequently) occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)

C (Constantly) occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work Environment

95% working indoors in environmentally controlled areas and 5% working outdoors in variety of weather. Moderate physical activity performing daily activities of a custodial nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.

Benefits

- Paid Time Off: holidays, vacation, sick, and service days (camp or mission trip sponsored by Eastview)
- Discounts in Café 19 and Health Club
- 403(b) Retirement Plan
- Maternity and Paternity Leave
- Staff Milestone Program
- Tuition Assistance Program