

# **Facilities (Closer)**

## **Job Description**

**Objective:** The Facilities Closer is responsible for maintaining clean buildings and grounds ready to use for church activities. This is a part-time support position. The Facilities Closer reports to the Facilities Supervisor.

### **Responsibilities:**

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. Maintain clean restrooms and replenish supplies.
3. Operate heating and cooling equipment according to schedule.
4. Prepare Baptistry for use as directed and clean it following each use.
5. Close building daily as scheduled; check on the heating and cooling schedules.
6. Keep church entrance, sidewalk, and parking areas clean.
7. Move furniture, set up tables and chairs for suppers, banquets and other similar occasions, set up assembly and classroom areas for regularly scheduled activities.
8. Prepare facilities for special use as requested by ministers or staff.
9. Assist when facilities and arrangements are needed for weddings.
10. Ability to do light maintenance work (i.e. replace lightbulbs, check air conditioner filters, light painting).
11. Perform other duties as assigned.