

Job Description – Facilities Specialist PT

Facility Specialist Hours

Standard Hours:

- 29 hours per week
- Monday-Thursday evenings (4-9 pm), Sunday afternoon/evenings (3-8 pm), every other Friday (2-6 pm)
- Periodic Saturdays (for special events)
- Additional hours when necessary (fill in etc.)

Background, Skills and Experience

Standard Applications and Tools used to support this position include the following:

- Previous experience in basic facility upkeep
- Ability to be on feet (stand, walk, squat) for long periods of time
- Ability to safely lift 45lbs. repeatedly for short periods of time (ex. tables & chairs)
- Organizational skills
- Ability to work in a team environment
- Ability to multitask and work under time guidelines
- Strong communication and computer skills
- Strong attention to detail, self starter, proactive
- CPR certification a plus (or willingness to become certified)

Building Services Job Responsibilities

1. Room and auditorium setups (tables & chairs etc.)
2. Climate control adjustment
3. Safety/Security minded
 - a. Address fire alarms, security issues etc., as needed
4. Address housekeeping related needs if they arise. (spills, trash, etc.)
5. Patrol building and grounds
6. Support and/or respond to small groups needs
7. Support and/or respond to activities and events
8. Department communication (forms, procedures)
9. Fill in for other facilities personnel when out (vacation time, sick leave, etc.)
10. Communicate and coordinate with volunteer(s)
11. Event preparation (supplies, logistics,)
12. Volunteer utilization
13. Other tasks as assigned

Management

Performance - Formal performance reviews will be held once a year

Training - Requirements for individual's training and development needs will be determined.