

**Job Title:** Facilities Coordinator I  
**Classification:** Full time / Non-exempt  
**Department:** Facilities  
**Reports to:** Facilities Manager  
**Effective Date:** May 6, 2008

**Purpose:**

The Facilities Coordinator I is responsible for helping coordinate facilities department activities for a specific shift to ensure efficient and high quality event or worship service set-up and clean up.

**Education, Skills, Abilities, Spiritual Gifts:**

- Education: High School diploma or equivalent
- Experience coordinating departmental work/activity
- Effective communication skills; written, verbal and interpersonal
- Effective working with all levels in organization, both staff and volunteer
- Physical ability for cleaning and operating cleaning equipment, plus occasional snow removal on sidewalks as necessary
- Mechanical aptitude for operating and troubleshooting cleaning and other equipment
- Lifting and loading ability, weight to vary
- Ability to work independently
- Self motivated
- Teamwork
- Flexibility with hours, work duties and work location
- Ability to work weekends
- Outwardly focused with attendees
- Spiritual Gifts: Service/Helps, Administration

**EBC Competencies and Expectations:**

- Embrace and embody the mission “Empowered by God to reach others for Christ”, vision and 5G values of Eagle Brook Church
- Be reliable, take initiative, and be self motivated
- Embrace and adapt to growth, change, innovation and creativity
- Use appropriate judgment in the areas of discretion, sensitivity, & confidentiality
- Have a cooperative, healthy and motivating relationship with supervisors and coworkers

**Essential Functions:**

- Effectively and efficiently complete all facilities work activity on a specific shift
- Lead facility staff on selected weekends
- Assist with training of new employees, community service people and volunteers.
- Coordinate and help with facility room set-up and tear-down for all church and ministry events
- Assist with grounds maintenance when needed

- Help coordinate building maintenance (floors, windows, trash, restrooms and general cleaning)
- Possible opening and closing of facility
- Set up and take down for ministry events.
- Perform numerous custodial related tasks, including:
  - Sweeping, vacuuming, scrubbing, mopping, dusting.
  - Scrubbing toilets/urinals.
  - Floor waxing/buffing.
  - Cleaning windows/mirrors.
  - Snow blowing/shoveling.

**Relationships:**

- Reports to Facilities Manager-LL
- Takes work direction from Facilities Managers and Director
- Works closely with facilities staff to accomplish daily tasks
- Interacts with all EBC staff, volunteers and attenders