



NEW LIFE COMMUNITY CHURCH

Job Title:	Building Support & Maintenance	Job Category:	Non-Exempt
Location:	Midway	Travel Required:	N/A
Reports to:	Events & Building Coordinator	Position Type:	Part Time (Tues, Thurs, Fri 5:30PM-10PM; Sun 7AM-3:30PM); \$12/Hour

Job Summary: Building Support & Maintenance is responsible for the appearance, cleanliness, maintenance, security, and successful space sharing of the building and grounds of New Life Community Church at the Midway location.

Job Duties:

- Support upkeep of grounds performing basic functions related to landscaping, snow removal, and other maintenance related duties.
- May perform minor repairs, including but not limited to masonry, carpentry, minor electric, plumbing and temporary repairs in an emergency.
- Prepare facility for various ministry needs (includes setting up and taking down of needed rooms, setting up or taking down other equipment, managing access to the building for all space sharing groups).
- May perform a variety of cleaning tasks to maintain assigned areas. May require movement of cabinets, boxes, furniture and equipment to clean areas.
- May clean building floors by sweeping, vacuuming, mopping, scrubbing, and/or waxing them. May require removal of stains from floor surfaces using chemicals or cleaning solutions.
- Gather and dispose of trash and waste materials.
- Using ladders, may dust, wash and/or perform maintenance on walls, ceilings, equipment, and light fixtures.
- Follow procedures for use of chemical cleaners/power equipment in order to prevent damage to floors/ fixtures.
- Monitor building security and safety by performing tasks such as locking doors and checking electrical appliance use to ensure that hazards are not created.
- Notify management concerning the need for repairs to operating areas/systems.
- Make requests for supplies and equipment needed for cleaning and maintenance duties.
- Support facility needs of special church projects such as baptism set-up, tear down, clean up; Fellowship meals set-up, tear down, clean up; Events (Mother’s Day, Father’s Day BBQ, Kids Week, Harvest Party, Christmas Dinner, etc...); Special rental events

Skills/Qualifications:

- Must be an active member of New Life Midway with strong ties to our mission and vision.
- Minimum of High School Diploma. Solid building support and maintenance work experience.
- Knowledge of mechanical functions of a large non-residential building.
- Proficiency in basic carpentry and mechanical skills.
- Available to work non-traditional hours such as nights and weekends. Available for emergencies.
- Regular timely attendance during stated or negotiated hours.
- Ability to communicate with staff and volunteers on facility needs and uses. Ability to deal with diverse personalities demonstrating a servant’s heart, empathy, and compassion.
- Ability to lift a minimum of 40 pounds; must have complete physical mobility to support building and grounds activities.

Reviewed By:	Vilma Arguelles	Date:	4/10/18
Approved By:	Joshua Holec	Date:	4/10/18
Last Updated By:	Irene Vasquez	Date:	4/10/18

PLEASE SUBMIT YOUR RESUME TO IRENE VASQUEZ AT IRENEV@NEWLIFECHICAGO.ORG