

Facilities Team Member Role Description---

Table & Chair Set-up and Cleaning

Created: 5/11/05; Revised: 12/6/18)



Why does this role exist?

This position exists to serve with passion and giving their very best, as they clean the facility and simplify, organize and standardize the work they do within the facility.

Key areas of accountability:

- Tasks include, but are not limited to dusting, vacuuming, washing, disinfecting, mopping, emptying trash/recycle receptacle in primary areas. Ensure all rooms are properly cleaned
- Set-up Tables and chairs almost every day---for next day ministry opportunities. Physical work.
- Set-up for all ministry opportunities
- As time permits, complete facilities related projects (e.g., monthly cleaning, etc.)
- Work with Covenant family and other individuals to ensure ministry-related needs are met as necessary

Qualities, experience and skills required to fulfill this role:

- ✓ Detail orientation
- ✓ Strong work ethic
- ✓ Teachable
- ✓ Good interpersonal skills
- ✓ Servant heart

Work Schedule:

Evening Shift: flexible—usually between 3:00pm-9:00pm

This role relates to:

- 1) *Building and Grounds Coordinator* – This individual reports to the *Building and Grounds Coordinator* and receives coaching and encouragement from him.
- 2) *Staff Team/Congregation* – This individual interacts with staff members and the congregation as necessary.

To apply: submit a cover letter and resume to Mike Faith, Operations Manager.

Via email: mfaith@covenantepc.org or

USPS: 211 Knox Dr., West Lafayette, IN 47906

Overview

Covenant Church, a member of the Evangelical Presbyterian Church, is a Christ-centered and biblically-based community. The Church views its mission and calling, to Know Jesus, Grow with His People, and Go to the World, as an expression of the community's constant process of growing up as followers of Christ.

Covenant's expression of faith is in its identity statement: Covenant Church...His people. His kingdom. His glory.

The church community is made up of approximately 800 members and is situated near the campus of Purdue University and includes members and participants with a very diverse heritage and intellectual backgrounds. The Church places ministry emphases on its corporate worship, discipleship (intentional spiritual formation), evangelism and a strong sense of community/relationship among its body.