

the **Vineyard** church

Love God. Love People. Period.

Job Description

Job Title: Facilities Team Member

Reporting Relationship: Facilities Manager

Classification: Part-Time, Hourly - 20 hours per week

Status: Non-exempt

Position Summary: The facilities team member will work to fulfill the mission of the Duluth Vineyard by ensuring the excellence of our facilities. The team member will be responsible for the general interior and exterior aesthetics.

Responsibilities

1. **Cleanliness:** Establish and maintain the cleanliness of the building and grounds.
2. **Setup:** Assist with setting up and tearing down rooms for events and classes.
3. **Grounds Maintenance:** Assist with the upkeep and visual aesthetics of the property grounds.
4. **Maintenance:** Assist with maintenance, repairs, and upgrades to the Vineyard building, grounds, and vehicles when asked by the Facilities Manager.
5. **Painting:** Maintain the visual aesthetics of the facility by routine painting upon the request of the Facilities Manager.
6. **Other duties as assigned:** On occasion, the needs of the church may require assistance not specifically stated in the job description and unrelated to primary duties.

Skills and Abilities

- Ability to move, lift, and position tables and chairs as part of regular weekly set-ups.
- Effective time management skills and flexibility.
- Ability to prioritize tasks in a ever changing environment.
- Ability to recognize maintenance issues and resolve them in a timely and efficient manner.
- Exhibit organizational experience and aptitude.
- Communicate effectively with staff and, when information is unclear, ask questions proactively.

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Schedule: This is a part-time position with 20 hours per week. Some evening and weekend availability may be required.

How to Apply: Interested candidates should submit a resume and cover letter to Melissa Hassebrock at info@duluthvineyard.org by September 30, 2024.

Equal Opportunity Employer: Duluth Vineyard Church is an equal opportunity employer and is committed to providing a work environment that is free from discrimination and harassment. We celebrate diversity and are dedicated to creating an inclusive and welcoming workplace for all employees, volunteers, and members of our community.

We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other status protected by law or church doctrine. Employment decisions at Duluth Vineyard Church are based solely on merit, qualifications, and the needs of the church community.

In compliance with federal, state, and local laws, we make reasonable accommodations to enable individuals with disabilities to perform the essential function of their positions. If you require accommodations to participate in the application process, please contact Melissa Hassebrock at (218) 525-3462.

We actively encourage individuals from all backgrounds and walk of life to apply, as we believe that diversity enriches our work and strengthens our mission. Duluth Vineyard Church is committed to fostering an environment that promotes fairness, equity, and respect for all.