

Facilities Environment Coordinator

Center Pointe Christian Church is a group of people who are relying on the Holy Spirit to be disciples who love God radically, serve others compassionately, and lead people to Jesus. We envision being a church where broken people can experience the unconditional love of Jesus through outstanding environments... where people can grow in grace with one another through transformational connections... and where everybody participates in bringing the Kingdom of God to Liberty Township and beyond through missional engagement.

Center Pointe Christian Church sits in the heart of booming suburbs on the north side of Cincinnati (Liberty Township). We are a church family (average weekly attendance 1,300) devoted to being good news and sharing good news where we live, work and play.

In pursuit of that, we are bringing a new building project to completion in May (adding a new worship center, children environments and lobby) as well as building a healthy culture. We are looking for the right people to move us forward in achieving those goals.

The Facilities Environment Coordinator will be responsible for managing a team of volunteers to provide cleaning services and event support for the church. This position will report to the Director of Facilities. As needed, the Coordinator will pitch in to ensure the facilities are ready for use.

PRINCIPAL DUTIES & RESPONSIBILITIES

Managing Volunteers

- Work with CPCC Volunteer Coordinator to post needs and recruit volunteers to provide cleaning and event setup services, including:
 - Vacuuming and sanitizing
 - Cleaning restrooms and all surfaces potentially exposed to bacteria, viruses and germs
 - Dusting, window cleaning and straightening to provide a clean and welcoming environment
 - Mopping and carpet cleaning as needed
 - Event setup - provide necessary cleaning, furnishings and equipment needed for events
 - Stow away used equipment, furnishings, etc. following events
 - For externally requested events, set up assigned facility space according to specifications and break down and stow away equipment and supplies, returning spaces to original condition
- Develop and provide standardized training to equip volunteers to carry out their duties
- Manage scheduling system to efficiently and effectively coordinate volunteer assignments
- Interact with volunteer team members to confirm commitments, provide support, answer questions and acknowledge contributions and accomplishments

Cleaning and Light Maintenance

- Perform cleaning and light maintenance duties as needed, to supplement volunteer commitments
- Willing to cover volunteers who cancel or encounter circumstances that prevent their following through on commitments
- Ensure equipment is ready and maintained for use by volunteers

QUALIFICATIONS & EXPERIENCE

- Experience in supervising people, ensuring they follow through on commitments
- Ability to organize, plan and monitor progress and outcomes
- Knowledge of the practices, methods, and equipment utilized in facility cleaning and sanitation
- Knowledge of safety and security practices and protocols related to facilities
- Must have experience in utilizing systems to manage volunteer assignments (e.g., CP Connect, Sign-up Genius)
- Strong interpersonal and conflict management skills
- Ability to make immediate decisions on priorities and needs to allocate resources
- Understanding of and alignment with the core values, mission and vision of the church
- Must be integral and committed to living a public life that is founded in Christ-likeness and above reproach

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performing physical activities that require considerable use of arms and legs and moving the whole body, such as climbing, bending, lifting, balancing, walking, stooping, kneeling, crouching, crawling, and handling of materials.
- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things
- Ability to lift/carry, up to approximately 50 pounds is required.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Visual abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, potential risk of electrical shock, water exposure and vibration.
- The employee may be periodically exposed to fumes or airborne particles.
- The employee is occasionally exposed to wet and/or humid conditions; toxic or caustic chemicals; high, precarious places; and outside weather conditions.
- The noise level in the work environment is usually moderate.

Work Schedule:

Facilities Environment Coordinator will be compensated for 15 hours/week to perform above job duties. Schedule is flexible but will typically occur on weekday; may require some evenings and weekends. Members of volunteer team will work Sundays and holidays as assigned. Family and personal needs will be prioritized as needed.

Review of applications will begin immediately and continue until the position is filled. To apply please send a letter of application with resume to: humanresources@cpcc.church.