



THE ORCHARD

Job Description

Job Title: Full Time Facilities Crew – Arlington Heights
Full Time (40 hours per week) – Non-exempt – Non-Ministerial

Reports To: Facility Manager – Arlington Heights

Purpose: This position is responsible for performing setup and tear down of rooms to meet ministry needs, custodial duties and minor repairs to the building, including interior and exterior maintenance, snow removal, and minor landscaping.

Responsibilities:

- **Room Setup/Tear Down** – Performs setup and tear down of rooms, including tables and chairs, platforms, and seasonal decorations per system of facility scheduling.
- **Custodial** – Removes waste from common areas and offices; vacuums, cleans, and maintains carpeting; assists in control of sanitation; assists in checking premises for safety hazards and reports any deficiencies.
- **Maintenance** – Performs minor repairs on premises and operates miscellaneous equipment and power tools. (Training provided)
- **Grounds** – Performs grounds maintenance duties including raking of leaves, litter removal, weeding, watering, snow removal, and operation of snow removal and landscaping equipment. (Training provided)
- **Other** – Perform other duties as assigned by the Facility Manager.

Qualifications:

- Must be available Tuesday through Friday, plus either Saturday or Sunday
- Valid Illinois Driver's License required
- High school education or equivalent preferred
- Ability to tolerate both indoor and outdoor environmental conditions, including dust and cleaning solvents
- Ability to perform heavy work, must be able to lift 75 lbs.
- Ability to lift, bend, stoop, climb stairs, reach, kneel, push and pull; ability to safely operate tools and equipment
- Detail orientated to provide quality work and complete assigned tasks accurately
- Exercise discretion and good judgment in personal contacts
- Interpersonal skills with ability to communicate effectively with management and volunteers
- Demonstrate professionalism through appearance, attitude, and loyalty
- Self motivated and able to initiate projects and work independently
- Positive and supportive attitude

Salary Range: \$15 - \$20 per hour based on skills and experience.

To apply for this position, please send your resume along with a cover letter to employment@theorchard.church