

## Riverview Facility Staff - REO Town Venue

Primary Area of Focus - Riverview REO Town Venue

Updated - 03/11/2026

Employee Name - OPEN POSITION

### Rules of Engagement

- Reports to: Facilities Director
- Skills specific to the position: Overall building maintenance skills, communication, and an eye for detail
- Willing to serve: Riverview Church and the Greater Lansing Community

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
<b>1. Facility cleaning &amp; care</b>	<ul style="list-style-type: none"> <li>• REO Town facility is thoroughly cleaned and hospitable before Sunday morning</li> <li>• REO Town facility is thoroughly cleaned and hospitable for events starting Monday evening</li> <li>• Cleaning supplies are well labeled and stocked, coffee bar is clean and stocked, and communion supplies are fully stocked</li> <li>• Building curb appeal is highly maintained and grounds are free of trash and debris</li> <li>• Property maintenance needs are communicated immediately</li> <li>• Unexpected cleaning needs are communicated with facilities director and promptly addressed</li> </ul>	<ul style="list-style-type: none"> <li>• Semi-weekly cleaning of bathrooms, floors, and windows</li> <li>• Semi-weekly emptying of trash and recycling</li> <li>• Weekly cleaning of kitchen surfaces, floors, sinks and refrigerator</li> <li>• Weekly clean up of building grounds, sidewalks and parking lot</li> <li>• Weekly restocking cleaning supplies, coffee supplies, and communion supplies</li> <li>• Monthly cleaning of air vents, and dusting of lighting fixtures</li> <li>• Monthly setup for communion services</li> <li>• Spot cleaning carpet and chairs as needed</li> <li>• Replace light bulbs as needed</li> <li>• Communicate with facilities director of needed supplies for restocking</li> <li>• Communicate with facilities director of property maintenance needs</li> </ul>
<b>2. Ad Hoc Project Technician</b>	<ul style="list-style-type: none"> <li>• Facilities director is aware of ad hoc projects</li> <li>• Ad hoc projects are adequately addressed and completed</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with facilities director what needs to be addressed at venues</li> <li>• Assist with ad hoc projects at all of the venues, as needed, and as available</li> </ul>
<b>3. Sunday Morning Facilities Point Person</b>	<ul style="list-style-type: none"> <li>• Building is properly opened and closed for Sunday services</li> <li>• All facilities needs are promptly responded to</li> </ul>	<ul style="list-style-type: none"> <li>• Open venue 1.5 hours before service start time.</li> <li>• Maintain presence during service and respond to any facilities needs</li> <li>• Close building after service and be "last one out"</li> </ul>
<b>3. Facilities Team Member</b>	<ul style="list-style-type: none"> <li>• Overall success of the facilities team</li> </ul>	<ul style="list-style-type: none"> <li>• Assist facility team members, when needed</li> </ul>

# RIVERVIEW CHURCH MINISTRY ACTION PLAN

**GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)**
