

Riverview Facility Support Staff - Holt Venue

Primary Area of Focus - Holt Venue

Updated - 11/9/22

Employee Name -

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?
1. Property and Care	<ul style="list-style-type: none"> • Properties are cleaned and maintained on a weekly basis • Properties are kept in upstanding appearance • Facilities director is aware of property needs at Holt 	<ul style="list-style-type: none"> • Manage property requests delegated to you • Communicate what issues need to be addressed to Facilities director • Maintain or replace items that have been damaged or are approaching end of their life • Prioritize and make known property needs
2. Ad Hoc Project Technician	<ul style="list-style-type: none"> • Facilities director is aware of ad hoc projects • Ad hoc projects are adequately addressed and completed 	<ul style="list-style-type: none"> • Communicate with facilities director what needs to be addressed at venues • Assist with ad hoc projects at all of the venues, as needed, and as available
3. Facilities Team Member	<ul style="list-style-type: none"> • Overall success of the facilities team 	<ul style="list-style-type: none"> • Assist facility team members, when needed

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