

## Riverview Facility Staff - Holt Venue

Primary Area of Focus - Riverview Holt Venue

Updated - 07/28/2023

Employee Name - TBD

### Rules of Engagement

- Reports to: Facilities Director
- Skills specific to the position: High attention to detail, tenacity through repetitive tasks, good communication skills, and basic maintenance skills
- Willing to serve: Riverview Church and the Greater Lansing Community

| ROLES.                                 | RESULTS.<br>What does success look like?  | RESPONSIBILITIES.<br>What actions produce results?  |
|--|---|---|
| <b>1. Facility cleaning &amp; care</b> | <ul style="list-style-type: none"> <li>• Holt facility is thoroughly cleaned and hospitable before Sunday morning</li> <li>• Holt 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. 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) |
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