

Riverview Facility Staff - REO Town Venue

Primary Area of Focus - Riverview REO Town Venue

Updated - 07/06/2023

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. What does success look like?	RESPONSIBILITIES. What actions produce results?
1. Facility cleaning & care	<ul style="list-style-type: none"> • REO Town facility is thoroughly cleaned and hospitable before Sunday morning • REO Town facility is thoroughly cleaned and hospitable for events starting Monday evening • Cleaning supplies are well labeled and stocked, coffee bar is clean and stocked, and communion supplies are fully stocked • Building curb appeal is highly maintained and grounds are free of trash and debris • Property maintenance needs are communicated immediately • Unexpected cleaning needs are communicated with facilities director and promptly addressed 	<ul style="list-style-type: none"> • Semi-weekly cleaning of bathrooms, floors, and windows • Semi-weekly emptying of trash and recycling • Weekly cleaning of kitchen surfaces, floors, sinks and refrigerator • Weekly clean up of building grounds, sidewalks and parking lot • Weekly restocking cleaning supplies, coffee supplies, and communion supplies • Monthly cleaning of air vents, and dusting of lighting fixtures • Monthly setup for communion services • Spot cleaning carpet and chairs as needed • Replace light bulbs as needed • Communicate with facilities director of needed supplies for restocking • Communicate with facilities director of property maintenance needs • Coordinate with The Cadillac Room staff about cleaning needs and working around events scheduled
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

RIVERVIEW CHURCH MINISTRY ACTION PLAN

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