

## Riverview Facility Staff - REO Town Venue

Primary Area of Focus - Riverview REO Town Venue

Updated - 7/11/22

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?
<b>1. Property and Care</b>	<ul style="list-style-type: none"> <li>• Properties are cleaned and maintained on a weekly basis</li> <li>• Properties are kept in upstanding appearance</li> <li>• Facilities director is aware of property needs at REO Town</li> </ul>	<ul style="list-style-type: none"> <li>• Manage property requests delegated to you</li> <li>• Communicate what issues need to be addressed to Facilities director</li> <li>• Maintain or replace items that have been damaged or are approaching end of their life</li> <li>• Prioritize and make known property 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>

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