



Hope Community Church Role Description

We are a family that loves God, follows Jesus & shares hope.

Job Title: Facilities & Safety Specialist

Direct Supervisor: Facility Manager

Ministry Director: Director of Finance and Operations

Direct Reports: N/A

Role Summary:

Keep the building in clean and orderly condition. Set up and clean up for special events. Perform all assigned duties. Fill in for safety specialists as needed and support all ministries.

Foundational Responsibilities:

- Connect people to the family of God, helping them find belonging and purpose.
- Equip and empower others to grow spiritually and develop a life of ministry.
- Shepherd others by ensuring they are cared for, supported, and encouraged.

Primary Duties:

- Clean floors by sweeping, mopping, scrubbing, or vacuuming.
- Collect and dispose of trash; clean and polish furniture/fixtures; dust surfaces; maintain equipment; strip, seal, finish, and polish floors; steam clean or shampoo carpets.
- Prepare cleaning solutions by mixing water, detergents, or acids per specifications.
- Follow proper procedures for chemical use and equipment to prevent damage.
- Set up, arrange, and remove tables, chairs, and decorations for events.
- Collaborate with Safety specialists to complete custodial and safety tasks accurately, efficiently, and on time.

Secondary Duties:

- Enforce rules and regulations; ensure the safety of staff, visitors, and property.
- Respond to emergencies and summon assistance as needed.
- Operate and monitor security systems to maintain safety.
- Conduct safety patrols of building and grounds.
- Report safety and security concerns.
- Maintain required logs and records.
- Receive and route deliveries appropriately.
- Welcome guests and provide assistance/information.
- Ensure adequate coverage for ministry and events; report scheduling conflicts.
- Support building security, including locking doors after hours.

Physical Requirements of this role:

- Occasional lifting or moving of materials in difficult work positions.
- Ability to lift 50 lbs. Heavier weight as needed (with help).



- Regularly required to sit or stand, reach, and move about the facility.
- Ability to lift, reach, and move materials, sometimes above the shoulders.

Qualifications and Requirements:

- A strong personal faith and dedication to the church's identity, beliefs, and values.
- Affirm and support the statement of faith of Hope Community Church.
- Ability to collaborate with a team and engage with the broader church community.
- Self-motivated, able to work without direct supervision.

Expectations:

- Regular attendance, engagement, and support of the weekend gathering.
- Commitment to growing spiritually and intentional effort to disciple others.
- Model missional living and actively engage others to build missional community.

Work Environment:

- Active participation in all-staff, campus, and ministry team meetings.
- Regular interaction with team members, families, and church staff.
- Abide by and support HR policies and all budget allocations.
- Other duties as assigned.