

# Midland's Open Door

## Job Description

*The life-transforming power of the gospel of Christ calls us to walk with the homeless, hungry and hurting; modeling God's love through biblical hospitality and supportive services.*

<b>Position Title</b>	<b>Facilities Technician</b>
<b>Supervisor</b>	<b>Director of Operations &amp; Partnerships</b>
<b>Effective Date</b>	<b>01/2023</b>
<b>Status</b>	<b>Part-Time Employee</b>

### Summary

To fulfill the mission and vision of Midland's Open Door (MOD) by assisting the Director of Operations & Partnerships with all maintenance and housekeeping upkeep, as well as assisting with daily facility operations by partnering with volunteers and guests participating in the ministry's work program.

### Essential Functions

1. Perform general preventive and corrective maintenance for equipment and appliances in all MOD facilities.
2. Utilizing the guest work program and ministry volunteers, maintain the facilities and grounds of all MOD properties, including pressure washing, weeding, mowing, raking, cleaning gutters, planting, and snow removal.
3. General facility cleaning, dusting, sanitizing, sorting, re-filling, and organizing.
4. Clean, repair, or install window treatments.
5. Properly disposes of trash, cigarette butts, and sticks.
6. Washes windows, walls, baseboards, and floors.
7. Sweeps, vacuums, and steam cleans floors.
8. Shovels, salts, and plows snow.
9. Changes light bulbs, deodorizers, smoke detector batteries, and filters.
10. Paint walls, trim and other items, stains and finishes items.
11. Fills minivan gas tanks, small engine gas tanks, and propane tanks.
12. Consistently and accurately inventories maintenance items.
13. Sets up tables, chairs, podiums, and other equipment to support ministry activities and events.
14. Uses a ladder to perform maintenance and seasonal work at second-story levels.
15. Other duties as assigned.
16. Schedule is Monday, Tuesday and Thursday with on-call schedule every other weekend.
17. Participates in Sunday shelter rotation and supports the ministry through shelter coverage as needed.

## **Qualifications**

- Must provide a clear biblical testimony of a personal experience of receiving, by faith, the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13; Ephesians 4:20-32; Philippians 1:9-11, 3:7-11).
- Actively seek the unity of believers.
- Christian maturity and a member in good standing of a local Christ-centered church.
- Possess a desire to serve in meeting the physical, spiritual, emotional and relational needs of the homeless, hungry and hurting; pointing them to Jesus Christ as Savior and Lord and teaching and modeling biblical stewardship and godly, interdependent living.

## **Education and experience**

- High school graduate or GED equivalent.
- General understanding and experience with common maintenance equipment and tools.
- General knowledge of commercial kitchen fixtures and refrigeration systems, plumbing, electrical and HVAC systems for basic repair and preventative maintenance.
- Basic carpentry skills and ability to read tape measure.
- General knowledge of landscaping and lawn maintenance.
- Experience using and maintaining a plow truck preferred.
- Intermediate small engine, automotive, and bicycle repair skills.
- Intermediate knowledge of computers, printers, networking devices, VOIP equipment, surveillance systems and other office equipment.

## **Skills and abilities**

- Ability to mentor/lead guests in housekeeping and light maintenance projects.
- Strong time management and problem-solving skills to prioritize and complete repairs in a timely cost-effective manner.
- Team-player, adaptable, and willing to perform special assignments as required.
- Creative, mature and proactive leader who thrives in a high-paced team environment.
- Ability to administer the ministry's programs and to interpret the program policies and procedures.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships with peers, volunteers, shelter and soup kitchen guests, and the public.
- Ability to present ideas clearly and concisely, orally and in writing.
- High personal integrity.
- Effective problem-solving and conflict resolution skills.
- Basic skills in the operation of office tools: word processing, spreadsheets, e-mail, and calendaring.

## **Physical**

- Sitting or standing for long periods of time to perform job functions
- Manipulate, handle, feel and control items or equipment
- Ability to read, write and interpret written documents
- Ability to lift and move objects weighing up to 50 pounds
- Ability to safely climb ladders

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Employee Signature

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Date