



Job Title: Facilities Intern	Created on: 05/01/2021
Reports To: Facilities Manager	Last Updated: 05/03/2021

General Description

The Facilities Intern position will assist the Facilities ministry with preparation, maintenance, and clean-up of the indoor and outdoor grounds of Grace Chapel for various ministry events throughout the summer. This position will perform various cleaning duties, light and heavy lifting, as well as outdoor lawn and building upkeep.

Essential Job Functions

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.

Education and Experience

This position requires a person who loves Jesus and has a passionate heart for serving Him.

Physical Requirements	How Often Does This Action Occur?
Sedentary-Lifting/Carrying 0 to 10 pounds	Frequently
Light- Lifting/Carrying 10 to 20 pounds	Frequently
Moderate- Lifting/Carrying 20 to 50 pounds	Frequently
Heavy- Lifting/Carrying 50 to 100 pounds	Occasionally
Pulling/Pushing up to 100 pounds	Frequently
Reaching or working above shoulder	Frequently



Walking	Frequently
Standing	Constantly – Frequently
Sitting	Rarely – Occasionally
Stooping	Frequently
Kneeling	Frequently
Repeated Bending	Frequently
Climbing (includes ladders and step ladders)	Occasionally
Operating a motor vehicle, crane, tractor, large lawn mower etc.	Occasionally
Ability to work with cleaning chemicals	Frequently
Ability to work around dust, pollen, grass, etc	Frequently
Ability to work in both extreme heat and cold	Frequently
Other:	