



FACILITIES STEWARD I

Department: Operations: Facilities

Reports To: Director of Facilities

Hours/Week: 40 Hours/Week

FLSA Status: Hourly, Non-Exempt

Schedule: Variable, may include evenings and weekends

Job Class: Specialist

Benefit Eligibility: Full Time Benefited

Location: UPC Main Campus and auxiliary properties

Pay Range: \$19 to \$20 per hour

SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

This position is responsible for cleaning, room set up for events, opening and closing the facility, monitoring building for safety and security through CCTV. Provides coordination and training for new hires.

RESPONSIBILITIES

- Attends department and UPC staff meetings: Devotions, Lunch, TouchPoint, etc. when available.
- Be a welcoming presence when working on Sunday.
 - Actively engage in hospitality.
- Cleans all facilities and equipment, adhering to current safety protocols.
- Replenishes washroom supplies.
- Disposes waste.
- Prepares coffee service.
- Sets up rooms and equipment (chairs, tables, AV equipment) for events.
- Opens and closes facilities.
- Assists facility users in various ways.
- Performs light maintenance.
- Helps coordinate and train new Facilities hires.
- Other duties as assigned.

QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenants and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- Previous experience in a custodial position.
- Ability to be dependable, punctual, and flexible.
- Good time and task management skills.
- Ability to communicate with a variety of people in a friendly, positive, and clear manner.
- Ability to be part of a team yet work independently.

PHYSICAL REQUIREMENTS

- Physical ability to walk stairs, work on feet, or sit for extended time.
- Ability to lift and carry 50 pounds.
- Ability to work on your feet for extended periods.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, color vision, and ability to adjust focus.

TO APPLY

- Please complete an [application for employment](#).