

**FREMONT COMMUNITY CHURCH**  
*Home of Christian Community Schools*

**JOB DESCRIPTION**

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<b>TITLE:</b>	<b>Buildings &amp; Grounds Attendant</b>	<b>GRADE:</b>	<b>1</b>
<b>MINISTRY AREA:</b>	<b>Building &amp; Grounds</b>	<b>FLSA:</b>	<b>Non-exempt</b>
<b>REPORTS TO:</b>	<b>Facility Manager</b>	<b>STATUS:</b>	<b>Part-time</b>

**SUMMARY:** The Buildings & Grounds Attendant is responsible for providing security and facility maintenance support for services, and weekly/special events, including light maintenance duties before and after events. As an official member of FCC, the Buildings & Grounds Attendant is required to operate according to the Operating Philosophy Statement, policies formulated by the Board of Elders, and guidelines formulated by the Management Team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**General Security:**

- Begin shift promptly as scheduled, including but not limited to opening the facility;
- Provide front desk security coverage as scheduled, leaving only for 5-10 minute security rounds or emergencies elsewhere in the building or as directed by Facility Manager;
- Greet people and direct them to event locations as needed, utilizing sign-in/badge system during school/EDC hours;
- Calling appropriate staff member via phone when counseling appointments arrive;
- Monitor safety during events, calling for emergency aid as required;
- Perform security rounds by walking all areas of the campus, including the parking lots to provide a visible deterrent to vehicle break-ins and theft;
- Strictly observe and report all suspicious activity inside facility and/or the parking lots immediately to Facility Manager and/or law enforcement;
- Act as a witness during incidents, observing key facts to be reported to Facility Manager for review by the Executive Business Administrator;
- Ensure facility is secure and that any janitorial crew present is informed when scheduled shift is over, or set alarm if janitorial crew is not present

**General Maintenance:**

- Check in with Facility Manager and/or task list, completing tasks and light maintenance as assigned, including maintaining parking lots and entrance areas free of trash and debris;
- Perform and/or assist with last minute set-up or equipment for events as requested;
- Provide maintenance, monitoring of heat/AC, related duties and clean up while events are in progress;
- Report property issues such as malfunctioning lighting, fire or safety hazards, and leaking pipes to the Facility Manager

**This job description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities.**

**KNOWLEDGE, SKILLS, & ABILITIES:**

Must be familiar with policies, guidelines and pertinent safety regulations  
Must demonstrate ability to understand and follow verbal and written instructions  
Strong observation skills to remain alert for suspicious activity  
Sufficient communication skills to effectively and courteously communicate with staff and/or the general public  
Must be able to work under limited supervision  
Must project a professional attitude at all times, adhere to dress code and demonstrate "customer service" skills

**MINIMUM EXPERIENCE, EDUCATION, CERTIFICATIONS:**

High school diploma or GED

**PHYSICAL REQUIREMENTS:**

This position requires visual acuity; standing or sitting at designated station; walking at a brisk pace; reaching, bending, lifting and/or moving up to 50 pounds