



## Part-Time Team Member of Facilities, Midtown Campus

**Position Type:** Non-Exempt, Hourly  
**Category:** Part-Time (15 hours week which includes responsibilities on Sunday)  
**Classification:**  
**Reports to:** Facilities and Grounds Manager

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### ORGANIZATIONAL OVERVIEW

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At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

### POSITION OVERVIEW

The part-time team member of facilities will have a wide variety of responsibilities related to building management. Responsibilities will include (but are not limited to) building cleaning, room set-ups, routine building maintenance and grounds management. This position requires a professional presentation and communication, strong skills in teamwork and time-management, an ability to maintain focus while working individually, as well as the physical ability to perform the demands of the job. This part-time position will work two partial days a week in addition to having weekly responsibilities on Sundays at our St. Luke's Midtown campus, 6185 Guilford Avenue, Indianapolis.

### RESPONSIBILITIES

#### REGULAR RESPONSIBILITIES

- **Room Set-ups and Tear-downs**  
Review the building schedule daily to complete room set-up for meetings and events. This includes room cleaning, furniture set-up, equipment set-up and fulfilling any other needs required.
- **Building Cleaning**  
Daily duties to be performed and maintained by employee include (but are not limited to) trash disposal, vacuuming, restroom checks and cleaning, mopping, window cleaning and dusting. The Facilities and Grounds Manager and/or Facilities Coordinator may assign additional daily cleaning tasks as necessary.

- **Routine Building Maintenance**

The routine maintenance responsibilities will include (but not limited to) carpet cleaning, upholstery cleaning, changing ceiling tiles, changing lights and landscape maintenance (pulling weeds, watering, picking up trash, snow removal, etc.).

- **Communication and Hospitality**

Must be able to communicate effectively with the Facilities Manager, Facilities Coordinator and other team members as well as staff, volunteers and guests in the building. Report to Facilities Manager/Facilities Coordinator any issues resolved, those needing attention and those currently in progress. Communication and hospitality are essential for proper building operation and management.

## **ADDITIONAL RESPONSIBILITIES**

- **Building Maintenance**

Work directly with the Facility Manager/Facilities Coordinator to perform building maintenance projects. Projects may include changing light bulbs, changing and maintaining promotional and parking lot banners, and snow removal. Responsibilities may also include attending to alarms in the building and other security concerns.

- **Event and Tenant Communication**

Work with the team member responsible for booking events and outside rentals to ensure an excellent experience. Communicate with regular building tenants (including a full time Montessori School) to stay aware of any needs or concerns.

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## **QUALIFICATIONS**

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***Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.***

- Some cleaning or maintenance experience.
- Must be able to lift at least 40 pounds, able to climb ladder, and work outside removing snow and maintaining grounds.
- Strong time management, follow-up skills and communication skills.
- Ability to develop and manage positive relationships.
- Will have work flexibility in weekday daytime shifts. Includes working Sunday mornings

***This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.***