



**Huntsville First**  
United Methodist Church

Huntsville First United Methodist Church  
Set-up Technician  
Job Description

**Hours:** Full time

**Supervisor:** Facilities Engineer

**Function:** The Set-up Technician shall set-up, clean, and take-down rooms as needed throughout church campus. And support the mission statement of Huntsville First United Methodist Church

**Position Duties and Responsibilities:**

- Coordinate work with Facilities Engineer
- Set up rooms on a daily, weekly, monthly, quarterly, and yearly basis with tables, chairs, easels, podiums, lecterns, whiteboards, and other special equipment and appurtenances as needed for all church worship services, functions, and meetings consisting of but not limited to the following: Sunday morning Worship Services, all special Worship Services held at other times of the week, Sunday School Classes, Bible Study Classes, Funerals, Memorial Services, Baptisms, Weddings, Gatherings, Meetings, Mission Conferences, Vacation Bible School, Discovery Weekend, Confirmation Classes, special Children and Student Ministry events, Musical Concerts, and all other special events sponsored by the church including Children Ministry, Student Ministry, Family Ministry, United Methodist Women, Men's Ministry, and church approved outside community events and functions; North Alabama UMC Conference and Northeast District sponsored Worship Services, meetings, conferences, and special events
- Ensure rooms are clean, disinfected, and ready for use prior to each scheduled meeting and/or event.
- Plan and execute janitorial tasks after proper training; work with limited supervision
- Provide janitorial cleaning work dealing with all aspects of maintaining the church facilities in an orderly, clean, and sanitary condition as assigned.
- Performance of janitorial work, but not limited to, the following tasks: emptying trash, sweeping, mopping, vacuuming, dusting, cleaning windows, and other tasks necessary to clean Sunday School classrooms, conference rooms, meeting rooms, church offices, restrooms, hallways, workrooms, kitchens, lobbies and foyers, elevators, library, and the worship areas including Sanctuary, Wesley Worship Center, Chapel.

- Complete floor cleaning and maintenance which requires lifting a bucket of water with cleaner, pushing and pulling a broom, dust mop, a wet mop; using an electric vacuum, a wet/dry shop vacuum, and a carpet cleaning machine.
- Understanding and following all directions for use of cleaning solutions and/or compounds and the proper care and use of all cleaning equipment as directed by product labels, equipment instructions, and the Facilities Engineer.
- Washing windows on the interior and exterior of the campus buildings, lobbies, foyers, and other interior rooms and offices as assigned.
- Washing, cleaning, and detailing the church bus as assigned.

**Secondary Responsibilities:**

- Attend meetings as assigned by Facilities Engineer
- Be courteous and a positive influence for those around you on campus as they come to worship, study, and/or conduct business with the First United Methodist Church.

**Requirements:**

- Have the physical strength and stamina to work an entire shift on your feet daily.
- Have the physical strength, stamina, and ability to walk distances, to traverse stairs, to stoop, to kneel, to bend, to squat, to climb ladders safely, and to lift at least thirty-five (35) pounds daily.
- Ability to work well with others
- Be punctual to work, meetings, completion of assignments, etc.
- Be a self-motivated employee that can work well in group settings as well as work well individually.
- Ability to receive instruction and training, then, be able to put the instruction and training into action in a manner that results in productive work being accomplished.
- Have the attitude, aptitude, effort, and capability of receiving training and learning new skills, and putting the training, new knowledge, and new skills together to successfully assist with light maintenance work tasks and projects while working with the Facilities Maintenance Technician and/or the Facilities Engineer.