

Position: Facilities Assistant (Downtown Campus)

Reports To: Julie Capano, Facilities Manager

Secondarily Reports To: Brad Curtis, Campus Pastor

Status: Part-Time Position / Hourly Non-Exempt (20 hours)

Work Schedule: Sunday - Thursday (day and/or evening hours (min. one weekday evening), and occasional weekends)

Pay Range: \$15/hr

Position Summary:

The Facilities Assistant is responsible for the appearance, cleanliness, maintenance, set up and security of the building and grounds of the church campus. Given the building's historic nature and downtown location, this role includes helping maintain a secure environment for staff, members, and visitors by proactively managing campus safety and upkeep. The Facilities Assistant reports to the Facilities Manager but can also take direct instruction from the Campus Pastor.

Supervisory Responsibilities:

- None

Essential Database Duties, Responsibilities and Expectations:

- Maintain a clean, welcoming, and well-maintained campus both inside and out. Help ensure building security by monitoring access points and locking up after events or as assigned.
- In our urban downtown environment, collaborate with the Facilities Manager to ensure the campus remains safe. This may involve occasional interactions with members of the homeless community, following guidelines to maintain safety and respect.
- Assist in ongoing maintenance of our nearly 100-year-old building, addressing wear and tear as well as specific maintenance needs related to the building's age.
- Be a servant leader at BridgePoint's Campuses, executing the vision of the church and church and staff standards that have been set.
- Keep the building clean, attractive, and well-maintained inside and out.
- Set up and reset rooms as needed for services, events, classes, and meetings.
- Work alongside volunteers on cleaning and maintenance responsibilities, guiding them in ways that support campus safety and cleanliness.
- Function as front desk / greeter for scheduled evening activities and maintain building security.
- Able to work a flexible schedule as determined by the campus needs and activities - including weekend and evening work as assigned.
- Perform other tasks and responsibilities as assigned by your supervisors.

The ideal candidate is:

- A follower of Jesus and professes Him as their Lord and Savior.
- Highly called, passionate about helping people grow closer to God.
- High character, prioritizing integrity and personal values over tasks.
- Flexible team player, fostering a drama-free, high-capacity environment.
- Cares for people and teams, advocates BridgePoint's culture.
- Commits to actively participate in the life of BridgePoint Church as a member, embodying the culture and vision of the organization.

Education, Experience, and Skills Requirements:

- High school diploma preferred
- Cleaning experience preferred
- Light maintenance and repair skill preferred

Physical Requirements:

- Be able to navigate the building and property efficiently, ensuring secure access to all areas and quickly responding to any potential safety issues.
- Work in an upright standing position for long periods of time; be able to reach overhead; have full range of mobility in upper and lower body.
- Be able to work in various positions, including, but not limited to stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time, climbing stairs, navigating the property/building quickly and easily as required to meet the job functions.
- Climb stairs and ladders and work at heights above ground level (maximum 14 ft on A-frames and 21 ft on extension ladders).
- Ability to work in different environmental working conditions (e.g. heat, cold, wind, rain, humidity).
- Repeat various motions with the arms, wrists, hands and fingers.
- Be able to lift, pull and push materials and equipment up to 50 lbs occasionally to complete assigned job tasks.
- Communicate, receive and exchange ideas and information by means of the spoken and written word.
- Maintain a valid Florida driver's license.

BridgePoint Church is an equal opportunity employer and administers all personnel practices without regard to race, color, sex, gender, age, ancestry, national origin, mental or physical disability or medical condition, marital status, military or veteran status, genetic information, or any other category protected under federal, state, or local law.

How to Apply

Please submit a cover letter, resume and [employment application](#) as a single attachment when applying to jobs@bridgepointfl.com and include the position title as the subject line.



Application and background check will be required prior to employment.