



BACC Job Description

Position Title: Facility Assistant

Position Type: Part-Time, Hourly, up to 15 hours/week

Position Reports To: Facility Director

Job Description: The goal of this role is to support the mission and ministries of Bay Area by ensuring that the church facilities are well-maintained, safe, and ready for use during the weekend hours or other shifts as needed. Additionally, you will be performing maintenance, cleaning and repair services for the church buildings and grounds during these hours. This role may also involve working with, supporting, and directing interns, volunteers, and contractors. As a member of the staff, the person in this position represents Bay Area and is often the face of the ministry to church attenders, guests, and visitors who come on campus.

Key Responsibilities:

1. Oversee the maintenance and upkeep of church facilities including buildings, grounds, and equipment.
2. Execute, coordinate, and oversee maintenance, cleaning, and repair services.
3. Manage the use of church facilities by outside organizations and individuals.
4. Perform facility event prep, set-up of tables and chairs, takedown of tables and chairs, and cleanup of spaces before and after events.
5. Ensure that all facilities are secure during the weekends, including locking and unlocking doors and setting the alarm.
6. Serve closely with Safety & Security Team, and receive training to respond to emergency situations, as needed. In conjunction with facility responsibilities, the person in this role may be asked to serve as a paid member of the Safety and Security Team. This would involve performing all regular tasks associated with a Safety and Security Team member while on duty as the Facility Assistant. May be asked to receive security guard training and certification.
7. Complete routine cleaning tasks, such as vacuuming, mopping, and dusting.
8. Assist with basic maintenance tasks, such as changing light bulbs and fixing minor plumbing issues.
9. Report any issues or concerns to the Facility Director in a timely manner.
10. Follow all safety procedures and protocols.
11. Develop and maintain positive relationships with Bay Area attenders, community organizations, and outside contractors.

Basic Qualifications:

1. Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
2. Meets Ministry Partner guidelines and is willing to become a Ministry Partner.
3. Enthusiastically embraces BACC's beliefs, Statements of Position, values, and vision.
4. Self-starter who shows initiative and innovation skills
5. Ability to prioritize multiple tasks with varying demands and deadlines
6. Team player who works well with various personalities and has consistent positive influence within the team
7. Personable and calm, able to de-escalate situations.
8. Teachable and approachable
9. Ability to stand, walk and use your hands to handle equipment, as well as occasionally sit and climb or balance. You may also occasionally need to lift and/or move up to 75 pounds.
10. Strong attention to detail and ability to follow instructions.
11. Good communication and interpersonal skills.
12. Ability to work independently and as part of a team
13. Ability to work second-shift hours, including evenings, weekends and possibly overnight.

Education and Experience:

1. High school diploma or equivalent.
2. 2+ years of experience in facilities management/maintenance or a related field is desired.
3. Knowledge of building maintenance and repair, HVAC systems, plumbing, electrical systems, and security systems is desired.

Note: This job description is intended to be a general representation of the duties and responsibilities of this position. It is not intended to be all-inclusive, and additional responsibilities may be assigned as needed.