



Facilities Assistant

Status: Part Time, 10-15 hours per week

Working Days: Mon, Thur, Fri, Sat

Reports to: Facilities Manager

Works closely with: Ministry staff

Context:

Cornerstone Christian Church exists for the sole purpose of connecting people to Jesus for transformed lives. Our desire is to provide a safe environment for transformation to happen while also serving those that are far from Him.

Role:

The role of the Facilities Assistant is to work with the Facilities Manager to ensure set up is ready for ministry programming and the facility is in clean, working order.

Keys to Success:

- Have a relationship with Christ that is evident by a daily walk and displays a life of character, spiritual maturity and wisdom, setting an example for staff, congregants, and the communities we serve.
- Demonstrate a strong work ethic and leadership ability, leading by example in recruiting and developing effective leaders and volunteers for the work of ministry and building up the body of Christ.
- Fully aligned with the message, mission, values and strategy of Cornerstone Christian Church.
- Self-motivated, able to complete work in a timely manner and with excellence.

Requirements:

- Capable of working independently to complete task.
- Ability to lift 50lbs, bend, and reach.
- General cleaning equipment knowledge.

Responsibilities:

The Facilities Assistant will set up classrooms, large group rooms, and worship center for programming on a weekly basis. While setting up they will ensure the rooms are in clean, working order.

- Stacking and unstacking chairs depending on set up needs.
- Moving and setting up tables.
- Setting up audio visual equipment.
- General cleaning of spaces.
- Cleaning of café equipment weekly.
- Report unsafe environments that need to be repaired to the Facilities Manager.
- Other duties as assigned.

I have read the above job description and understand it completely. I have been given the opportunity to ask questions regarding what is listed. By signing, I accept the responsibilities listed and agree to be held accountable to fulfill them:

Date: ____/____/____

I have gone over the attached job description and have asked if there are any questions regarding the content within. By signing, I understand it is my responsibility to provide clarity and hold the above individual accountable for their work:

Date: ____/____/____