

# FACILITIES ASSISTANT MINISTRY DESCRIPTION



## JOB PURPOSE

The Facilities Assistant plays a vital role in maintaining the building and grounds of the church. This is a full-time position that supports the Facilities Manager in ensuring the proper maintenance and care of the building for the use of the church body.

## ONE SENTENCE SYNOPSIS

Assist with the care and keeping of the church building and grounds.

## JOB DUTIES AND RESPONSIBILITIES

- Interior building duties:
  - Purchase supplies and services as needed for building maintenance.
  - Assist in regular inspection of the fire alarm system, sprinklers, and fire extinguishers and repair / replace parts as necessary.
  - Assist in completing regular maintenance of AED and replace related equipment and parts as necessary.
  - Trained and knowledgeable of the building security system and proper use of procedures when entering / exiting the building.
  - Coordinate room set-ups and lock/unlock doors as needed for services or events.
  - Assist with special projects and events, including but not limited to, seasonal decorating, VBS, church picnic, weddings, and funerals.
  - Ensure proper cleaning and maintenance of building, including but not limited to sweeping, mop, vacuum, wash windows, clean restrooms, clean café, wash dishes, empty wastebaskets and recycling bins.
  - Additional jobs as assigned.
- Building Exterior Duties
  - Ensure the grounds are well maintained and manicured.
  - Ensure all equipment is clean, well maintained, and secure.
  - Keep garbage area clean and organized.
  - Keep the entryway and sidewalks clear of debris and snow.
  - Mow church grounds as needed.
  - Additional jobs as assigned.
- Reports directly to the Facilities Manager.

## REQUIRED QUALIFICATIONS

- Experience and/or Technical Skills and Abilities
  - Demonstrates proficiency with repair tools and techniques.
  - Has keen attention to detail and efficient problem-solving skills.
  - Demonstrates time management, organization, and prioritization abilities.
  - Has excellent communication and interpersonal skills, including the ability to speak with all levels of staff, guests, vendors, and volunteers.
- Personal
  - Exhibits a strong, growing walk with the Lord, evidenced by a deep love for Jesus Christ and others.
  - Agrees with the Statement of Faith as outlined in the Community Church Bylaws.
  - Desires to serve the families of Community Church with the gifts, abilities and talents God gave them.
  - Must be self-motivated with a team approach.
  - Exhibits the ability to work well with church staff and volunteers.
  - Must demonstrate an aptitude and desire to receive training as needed for this position.

## WORKING CONDITIONS

- The work environment will be both indoors and outdoors.
- Must be able to lift up to 50 pounds and move equipment as needed.
- Extensive team member contact and frequent interruptions.
- Staff will use cleaning chemicals and certain powered equipment daily.
- Job duties will include stooping, standing, and kneeling to complete various cleaning and ground maintenance tasks.
- Staff may work alone for long periods of time.
- The job requires evenings and weekend work as needed.