

Job Description

POSITION TITLE: Facilities

CHURCH MISSION - The mission of Hills Church is to make disciples (Matthew 28:19-20). Our strategy to accomplish this is to mobilize disciple-makers who live, "Follow me as I follow Christ!" (1 Corinthians 11:1)

POSITION OVERVIEW

The goal for this role is to make sure that the facility is ready for the Ministries that need the space for people to hear the Gospel.

- Clean and maintain interior and exterior facilities including cleaning bathrooms, sweeping and mopping floors, washing windows, and emptying trash cans.
- Set up and tear down of events-both Hills Church and outside events. Must be able to lift and move items.
- Order supplies from Brady as needed.
- Other duties as assigned.

GOALS & EXPECTATIONS

- Be on time, flexible and have a positive attitude while at work
- Facilities need to be cleaned in a timely manner and to the standard of approval of the Operations Manager.
- This position is a physically demanding position and requires the ability to lift 50 lbs or more.
- Attend weekly staff meetings and function as a member of the Hills Staff when applicable.
- Attend a Hills Group.

COMPENSATION & COMMITMENT

- Compensation depends on experience.
- 40 hours per week with overtime as needed
- Health benefits are available

Reports to: Operations Manager

Supervises: Members of Operations Team if Operations Manager is unavailable.

Employee Signature: _____ Date

Supervisor Signature: _____ Date

New Mexico is an at-will employment state. Employees may leave their roles or be terminated from their role at any time. Hills Church is a non-profit 501 c3 organization. Some Equal Employment Opportunity (EEOC) rights for employees of religious organizations differ from rights for non-religious organizations. Employees for non-profit 501 c3 organizations do not qualify for unemployment. For questions related to 501 c3 employment rules and regulations, ask your interviewer or the business office at Hills Church.