



Facilities Assistant

Job Title: Facilities Assistant

Classification: Part-Time Support Staff

Reports To: Facilities Assistant Manager

Regular Work Schedule: 15 hours a week. Hours may vary due to nature of the position, additional hours for special events, and as needed.

Essential Duties and Responsibilities

Custodial Work:

1. Cleans, sweeps, mops, dusts, and scrubs tile work, floors, stairways, hallways, restrooms, shower, changing rooms, and building lobbies.
2. Check restroom paper products and soap dispensers.
3. Clean and polish drinking fountains.
4. Assist Facilities Crew as required in setup and teardown during regularly scheduled events and special events.
5. Perform proper cleaning and sanitizing protocols.
6. Remove trash and recycling when necessary.
7. Keep janitorial closets organized and maintained.
8. Notify Assistant Facilities Manager when cleaning supplies are running low.
9. Sweep/Vacuum floors as well as mop tile flooring when necessary.
10. Wipe down kitchen/café counter tops and tables after use if needed.
11. Help in the setup and clean up for weekend services and special events (Christmas Eve, Easter, Etc.).

Maintenance Work:

1. Work on planned projects as directed by the Assistant Facilities Manager.
2. Perform simple carpentry and electrical repairs/projects.
3. Perform preventative maintenance repairs and inspections on church owned and maintained properties and equipment.
4. Ensure proper care in the use and maintenance of equipment and supplies; promote continuous improvement of workplace safety and environmental practices.
5. Complete maintenance work orders.
6. Assist in the picking up of supplies and materials necessary for operations and any other church needs

7. Replacing lightbulbs when out.

Safety and Security:

1. Watch over facility while student and church events are taking place.
2. Make sure rooms are locked when not in use.
3. Lock exterior door while events are taking place, permitting entry to the building.
4. Patrolling property every now and then during shift, while events/special events are taking place.
5. Ability to perform first aid and administer CPR/AED if needed.
6. Locking up and turning of lights at night; check to make sure windows are closed and locked.
7. Filling out incident reports when necessary.

****Other duties as assigned****

Education and/or Experience

High school diploma, minimum.
Experience in performing facilities maintenance activities.
Must be able to read, write, and communicate in English.

Other Skills and Abilities

Skills that are desired for employment are but not required:

1. Basic Carpentry
2. Familiarization of HVAC system
3. Basic Computer Skills
4. Basic Electrical Skills
5. Basic Plumbing skills
6. Basic Painting Skills
7. Organizational and Time Management Skills
8. Communication Skills

Working Conditions and Physical Effort

1. Work may involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
2. Moderate physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part of job.
3. Work environment involves exposure to hazards or physical risks, which require following basic safety precautions.
4. At certain times applicant may be required to work off a ladder or on one of the facilities roofs.
5. Every effort is made to maintain a consistent schedule; however, facilities staff must be prepared to work as needed at any time (especially during holidays and events: Christmas, Easter, Thanksgiving, Etc.)

Certificates, Licenses, Registrations

Candidates will need to be first aid and CPR/AED certified.

Personal Appearance

Facilities staff is in constant contact with church members as well as members of the community. As a result, personal appearance and grooming standards are expected to be at a professional level.