

# FACILITIES ASSISTANT

## Job Description

**Ministry Department:** Facilities

**Reports To:** Facilities Manager

**Status:** Part Time, Non-Exempt (*working 20 hours, M-F*)

**Revised:** February 2024

## Primary Purpose

The Facilities Assistant will serve as a support to the Facilities Manager in providing oversight and maintenance to all physical facilities of the church; ensuring that facilities are fully operational, safe, clean and prepared for services and ministry activities.

## Position Requirements

- High School Diploma or two years' work experience in related field
- Basic computer and organizational skills.
- Ability to lead volunteer leaders.
- Excellent communication skills.
- Professional, friendly and helpful presence.
- Ability to work as a team member.
- Have an eye for detail and initiative to suggest more efficient systems.
- Ability to lift heavy equipment and boxes.
- Ability to operate machinery, including but not limited to ride-on cleaning machine and scissor lift.
- Ability to be teachable, seeking out coaching and learning for growth and development.
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible.

## Position Responsibilities

- Regular cleaning of the entire church facility; including but not limited to classrooms, large group rooms, bathrooms, current office spaces, lobby and auditorium.
- Trash removal from all receptacles in and around building.
- Working with janitorial, landscape and snow removal teams.
- Minor repair and maintenance of plumbing, electrical, HVAC, and other facility systems.
- Painting touch-up and patching when and where needed.
- Assembling of furniture, shelving and cabinetry projects.
- Execution of various work orders from RH staff team.



## Personal and Spiritual Requirements

Has a growing relationship with Jesus, and a commitment to spending daily time with Him.

Models a strong relationship with his or her spouse (if married) and children (if applicable).

Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships, and actions.

Practices servant leadership

Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity.

***Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.***

*We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!*