

Job Title: Facilities Assistant

Reports To: Facilities Manager

FLSA: Non-Exempt Hourly

Status: Full Time

Job Summary

The Facilities Assistant is responsible for general cleanliness of the church, light facility improvements, repairs, and other duties as assigned by the Facilities Manager.

Essential Job Functions:

1. Complete daily, weekly and monthly cleaning as scheduled
2. Perform non-scheduled cleaning projects as needed
3. Assist with setting up of rooms, light repairs and facility improvement projects
4. Assist with clearing facility entrances due to weather conditions
5. Oversee inventory of cleaning supplies and provide order lists as needed
6. Report needs for equipment maintenance and repair
7. Ability to work flexible hours including some weekends
8. Be the contact person in the Facilities Manager's absence

Knowledge, Skills and Abilities:

- Ability to organize and complete work without supervision
- Ability to work effectively with other members of church staff and volunteers as needed
- Knowledge of standard cleaning procedures, chemicals, products and equipment
- Knowledge of the Workplace Hazardous Materials Information System
- Ability to communicate in English for training and work directives
- Ability to read and understand labels and instructions, i.e. the use and application of cleaning chemicals and products
- Basic knowledge of Microsoft Office programs and computer systems.
- Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50 pounds.
- Ability to work standing, walking, operating medium weight cleaning equipment, as well as, moving desks, tables, chairs and other items

Education and Experience:

High School diploma or GED required. Experience with cleaning and maintenance in a church or similar facility is preferable but not necessary for employment. Willingness to become a member of the church if not already a member.

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing mission of the congregation.