

High Point Church Facilities Assistant

Full Time Hourly Position

Overview

The Facilities Assistant is responsible for consistent excellence in facilities care, including routine maintenance, set-ups and tear downs, cleaning, and other tasks which serve the needs of the church and school. The Facilities Assistant reports directly to the Director of Facilities.

Spiritual Requirements

- Confesses Jesus Christ as Savior and Lord.
- Able to share with others a clear testimony of Christian faith.
- Has consistent discipline in their devotional life in worship, prayer, Bible study and reflection.
- Obeys the Scriptural directives for growth and development of an individual Christian life, demonstrating the fruit of the Spirit and attitudes and actions of “servant-leadership” as indicated in the life of Jesus and throughout Scripture.
- Embraces Scriptural standards for behavior and attitudes in both physical and digital spaces.
- Pursues a vibrant relationship with the triune God through engagement with Scripture, prayer and worship, both individually and in community.
- Develops self-leadership: growing in self-awareness, self-management, relational integrity, and healthy practices including rest.
- Agrees substantially with the Articles of Faith, Constitution and By-laws of High Point Church.

Character

- Relationally warm, respectful and helpful towards others, treating people courteously and diplomatically.
- Humble. Has a teachable attitude and a desire to grow spiritually and personally
- Has a deep sense of responsibility for and commitment to the High Point Church mission, vision and values.
- Exhibits a spirit of joy, helpfulness, and cooperation in the workplace
- Must be a self-starter and have a “whatever it takes” attitude
- Willingness to work in harmony with the church’s mission and cultural principles

Education and Experience

- High School Graduate or completed G.E.D. equivalent
- Specialized training or experience in the maintenance of facilities
- Roughly 3-5 years of service in a larger church or corporate environment
- Possess general skills associated with the use of tools and materials needed to perform building repairs
- Familiarity with Microsoft Office Suite and other online computer applications
- Careful attention to detail regardless of the difficulty of the task at hand
- An ability for making solid judgment calls, especially in safety-critical situations
- Able to work kindly and cooperatively with church and school staff, and outside volunteers
- Must pass a formal background check and be deemed safe to work in an environment shared with children

Competencies and Expectations

- Must be able to perform routine cleaning and maintenance items as directed by the Director of Facilities
- Must be able to follow oral and written directives with adequate understanding
- Must be able to use and dispose of cleaning agents and chemicals safely in the workplace
- Must be able to lift items using O.S.H.A. guidelines, not to exceed 50 pounds
- Must be able to maintain an awareness of planned events and be prepared to interact with visitors and guests
- Must be able to identify maintenance and repair items that need to be resolved to assure long term facility care
- Must be able to exhibit flexibility and set priorities in work schedule when necessary
- Must be able to work positively with staff, church members, parents, and outside volunteers when necessary
- Must be able to understand emergency procedures and implement them when necessary

Position Responsibilities and Duties

- Room setup and teardown, coordinating with Building Scheduler
- Painting
- Vacuum cleaner repair
- Floor scrubbing with auto-scrubber
- Snow removal and grounds cleanup
- HVAC filter change
- Carpet spotting
- Minor electrical work
- Minor plumbing work
- Holiday decoration setup
- Additional responsibilities, as requested

Relationships

- Reports to Director of Facilities
- Works alongside all other ministry staff

Terms of Probationary Employment Period

Upon starting employment, a Facilities Assistant employee will have probationary period of {6} months in which the employee's suitability for the position will be evaluated. If the employer deems that the employee does not adequately satisfy the above requirements, then the employee may be terminated without consequence.

Hours : This is a full time hourly position. At times, flexibility with work hours as needs arise for the church and school will be required, including weekends. Hours can be flexible with the approval of the Director of Facilities.