



## Facilities Assistant

The facilities coordinator is responsible for providing access to the church building during scheduled calendar events, security and light building maintenance.

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	Facilities Assistant (Part Time)
<b>Accountable To</b>	Facility Manager & Business Manager
<b>Ministry Target</b>	Church
<b>Work Hours</b>	Varies – Church activity calendar will govern hours
<b>Position Is</b>	Part time paid staff
<b>Position May Be Filled By</b>	Church member
<b>Talents or Abilities Desired</b>	
<b>Best Personality Traits</b>	
<b>Passion For</b>	
<b>Length of Service Commitment</b>	Two years minimum

### Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** 5-12 hours per week
2. **Participating in meetings/training:** up to two hours a month

### Responsibilities/Duties

1. To be available to open and close the church facility during scheduled weekly and monthly events.
2. To provide building security outside and inside the church property while the events take place. Staying at your post in the front of the building during service if security isn't present.
3. To perform light building maintenance duties as they arise, ex: disposal of trash, making sure all restrooms are fully stocked with supplies and cleaned, keeping the inside and outside of the facility cleaned and neat also making sure the storage closet is kept in order
4. Report any unusual events to the Facility Manager
5. Perform other duties as assigned by the Pastors
6. Maintain AC unit temperature settings for all scheduled calendar events, to include regular services.