



Department: **Facilities**

Effective: **June, 2021**

Position: **Facilities Assistant**  
Reports to: **Operations Manager**  
Position Status: **Part/Full-Time Position**

**PURPOSE:**

The purpose of this position is to accomplish cleaning, repairs, set-up/dismantling of rooms and general maintenance task for buildings, grounds and furnishings.

**JOB RESPONSIBILITIES AND DUTIES:**

1. Responsible for administering and completing any and all room maintenance and campus needs as requested.
2. In his absence and as requested by the Operations Manager, provides general direction for ministry partners as needed.
3. Responsible for overall security of the church campus and building when on duty, which may include closing and securing of campus buildings.
4. Assists church staff with general maintenance tasks, as needed.
5. Performs specialized building maintenance and landscaping assignments, as requested, with minimum supervision.
6. Some weekend and weekday evening hours will be required.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Operations Manager.

**ORGANIZATIONAL RELATIONSHIPS:**

1. This position reports to the Operations Manager.
2. The interaction of people from many different areas of the ministry, including: pastors, other employees, ministry partners, and the community.

**JOB SKILLS AND QUALIFICATIONS:**

1. Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times.
2. Attends Mission Hills Church worship services regularly.
3. Prefer High School diploma or equivalent experience.

4. Agrees without reservation the church's Statement of Faith, Constitution and Bylaws, calling and commitments.
5. Can easily handle interruptions and has an attitude of helpfulness and service.
6. Self-motivated and can work with minimum supervision.
7. Is punctual and professional in manner.
8. Has good communication skills.
9. Prefer general working knowledge and experience with tools

**PHYSICAL REQUIREMENTS:**

Ability to function independently and ability to speak and write on matters relating to facilities maintenance and custodian needs. Is physically capable to lift up to 50 lbs (with or without assistance). This position requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing for sustained periods, walking, pushing, pulling, grasping, repetitive motions and twisting.