



Facilities Assistant Manager

Job Title: Facilities Assistant Manager

Classification: Church Staff

Reports To: Facilities Manager

Supervises: Facilities Assistants

Regular Work Schedule: Full Time – Hourly 35 hours a week. Hours may vary due to nature of the position, additional hours for special events, and as needed.

Essential Duties and Responsibilities:

General:

1. Responsible for the maintenance and upkeep of the church facility, church equipment, and supplies.
2. Supervise subordinate facilities workers.
3. Setup work schedule and assign tasks under the direction of the facilities manager.
4. Purchasing, with approval, of all levels of facility supplies.
5. Responsible for submitting monthly facilities expense reports, reimbursement forms, and submitting receipts.
6. Maintain adequate supplies needed for day-to-day needs.
7. Initial interviewing of potential new hires as well as checking job references and reporting back to facilities manager.
8. Training new staff on expected standards of cleaning and room setup for events.
9. Responsible for setting up schedule and tasks for facilities volunteers.
10. Communication with church staff, group leaders, facility occupants, vendors, and contractors.
11. Responsible for church facility in the absence of the Facilities Manager or when Facilities Manager is on vacation.

Maintenance:

1. Work on planned projects as directed by the Facilities Manager.
2. Perform simple carpentry and electrical repairs/projects.
3. Perform preventative maintenance repairs and inspections on church owned and maintained properties and equipment.

4. Ensure proper care in the use and maintenance of equipment and supplies; promote continuous improvement of workplace safety and environmental practices.
5. Complete maintenance work orders.
6. Assist in the picking up of supplies and materials necessary for operations and any other church needs
7. Replacing lightbulbs when out.

Custodial:

1. Assist Facilities Crew as required in setups and teardowns during regularly scheduled events.
2. Support Facilities Team in cleaning tasks when necessary.
3. Perform proper cleaning and sanitizing protocols.
4. Check restroom paper products and soap dispensers.
5. Remove trash and recycling when necessary.
6. Oversee janitorial closets organization and maintenance
7. Sweep/vacuum floors as well as mop tile flooring when necessary.
8. Wipe down kitchen/café counter tops and tables after use if needed.
9. Help in the setup and clean up for weekend services and special events (Christmas eve, Easter, Etc.).

Safety and Security:

1. Assist Facilities manager with the Safety and Security Team and serving during weekend services and special event.
2. Watch over facility while student and church events are taking place.
3. Make sure rooms are locked when not in use.
4. Lock exterior door while events are taking place, permitting entry to the building.
5. Patrolling property every now and then during shift, while events/special events are taking place.
6. Ability to perform first aid and administer CPR/AED if needed.
7. Locking up and turning off lights at night; check to make sure windows are closed and locked.
8. Filling out incident reports when necessary.

****Other duties as assigned****

Education and/or Experience

1. Preferred Bachelor's degree or equivalent field experience. High school diploma, minimum with 1 year experience or more in operations and maintenance.
2. Excellent written and verbal communication. Confident, articulate, and professional speaking abilities (and experience) able to communicate with contractors, vendors, church volunteers and attendees.

Other Skills and Abilities

Skills that are desired for employment are but not required:

1. Basic Carpentry
2. Familiarization of HVAC system
3. Basic Computer Skills
4. Basic Electrical Skills
5. Basic Plumbing skills
6. Basic Painting Skills
7. Organizational and Time Management Skills
8. Communication Skills

Working Conditions and Physical Effort

1. Work may involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and cleaning chemicals.
2. Moderate physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds.
3. At times work environment involves exposure to hazards or physical risks, which require following basic safety precautions.
4. At certain times applicant may be required to work off a ladder, vertical lift or on one of the facilities roofs.
5. Every effort is made to maintain a consistent schedule; however, facilities staff must be prepared to work as needed at any time (especially during holidays and events: Christmas, Easter, Thanksgiving, Etc.)

Certificates, Licenses, Registrations

Candidates will need to be first aid and CPR/AED certified.

Personal Appearance

Facilities staff is in constant contact with church members as well as members of the community. As a result, personal appearance and grooming standards are expected to be at a professional level.