

# Facilities Assistant I

## Chapelstreet Church

### General Description:

The Facilities Assistant is a full-time position and will provide support to the church's facilities operations, including more complex mechanical maintenance and building repair, support to a wide variety of ministry events including weekend worship, event set up and tear down, some custodial work, and some grounds keeping. Flexible scheduling, including weekend work, is necessary.

### Reports to:

Manager of Facilities and Safety

### Key Responsibilities:

Working under the leadership of the Manager of Facilities and Safety, the Facilities Assistant will provide a wide variety of support to ensure our buildings and grounds are well maintained and cared for, repairs are made effectively and in a timely fashion, and rooms and other related details are ready for scheduled programs.

Specific duties include these:

- Perform complex and more routine mechanical and plumbing maintenance, such as troubleshooting and performing repairs and executing a preventive maintenance plan and schedule
- Perform some custodial work including restrooms, offices, and general areas
- Perform routine groundskeeping work, such as debris and snow removal and entry way cleanup
- Set up and tear down rooms for scheduled events and handle a myriad of event-related detail (includes the ability to safely perform repeated lifting of heavy chairs and tables and to follow detailed setup maps)

### Abilities and Attributes:

- Abiding personal relationship with Jesus Christ
- Adoption of Chapelstreet Church's Statement of Faith and ministry vision and values
- Ability to safely perform physical requirements, including repeated lifting of heavy tables, chairs, and other objects
- Diligent and self-motivated

- Basic mechanical aptitude in the context of building maintenance and repair; extensive work in one of the building trades a plus
- Ability to work a flexible schedule dependent on ministry program schedules and needs including weekends
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Enduring commitment to excellence
- Vehicle for transportation between sites
- Dedicated to becoming an active and engaged member of Chapelstreet Church