



*An opportunity to experience grace, grow in faith, and make an impact – for where you are.*

**TITLE OF THE POSITION:** Facilities Assistant II  
**REPORTS TO:** Director of Facilities  
**ROLE TYPE:** Part-Time  
**HOURLY EXPECTATION:** Averaging 25 hours per week

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### **General Description**

The Facilities Assistant II is a part-time position and will provide support to the church's facilities operations, including 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. The work schedule is expected to average approximately twenty-five hours per week throughout the year. The summer schedule may be lighter than during more robust ministry months, typically September through May.

### **Facilities Assistant Responsibilities**

Working under the leadership of the Director of Facilities and on the Facility Team, the Facilities Assistant II will work to ensure our campuses and grounds are well maintained and cared for and rooms and other-related details are ready for scheduled programs.

Specific duties include the following:

- Set up and tear down rooms for scheduled events and handle a myriad of event-related details (includes the ability to safely perform regular and repeated lifting of heavy chairs and tables and to follow detailed setup maps)
- Perform some light custodial work including restrooms, offices, and general areas
- Perform some routine groundskeeping work, such as debris and snow removal and entry way cleanup

### **Facilities Assistant Abilities & 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, as well as occasionally work on ladders
- Ability to lift 50 pounds
- Ability to perform repetitive actions
- Up to 8 hours on your feet daily
- This role is a physically demanding role with time sensitive needs

- Diligent and self-motivated
- 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
- Access to transportation between sites
- Dedicated to becoming an active and engaged member of Chapelstreet Church

*As Chapelstreet Staff, we believe in the values of:  
Go to the Park \* One Team \* Trust the Net \* Build Your Bench \* Cover All the Bases*