



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

TITLE OF THE POSITION: Facilities Assistant
REPORTS TO: Director of Campus Operations
ROLE TYPE: Part-Time, non-exempt
HOURLY EXPECTATION: 20 hours per week

General Description

The Facilities Assistant is a part-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. The work schedule is expected to average approximately twenty (20) hours per week.

Facilities Assistant Responsibilities

Working under the leadership of the Director of Campus Operations, 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 the following:

- 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)

Facilities Assistant Abilities & Attributes

- Abiding personal relationship with Jesus Christ
- Adoption of Chapel Street 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
- Basic mechanical aptitude in the context of building maintenance and repair; extensive work in one of the building trades is 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
- Access to own transportation between campuses
- Dedicated to becoming an active and engaged member of Chapelstreet Church

Cultural Expectations: We value teamwork, love to work hard together, and have fun!

Willing to Adopt Our Staff Core Values

- Go to the Park – physical, spiritual, and emotional wellbeing matters
- One Team – we are teammates working towards a common mission and vision
- Trust the Net – we grow by trying new things
- Build Your Bench – we are always developing the next generation of leaders and servants
- Cover Your Bases – we ask who needs to know, what they need to know, and when they need to know

***At Chapelstreet Church, our vision is to
strive in all we do to be a place where people can
experience grace, grow in faith, and make an impact —
for where you are***

Hourly Rates: This is a part-time position with a hourly rate range of \$17.50 – \$22.50. Compensation is based on experience and education. With tenure and performance, the rate may exceed published range.

Benefits: Some of the benefits for our part-time employees include nine paid holidays, vacation and sick paid time off, and Sacred Solitude days.