

Facilities Assistant

JOB DESCRIPTION

Serving the people of Covenant Church and the greater community is a central function of the Facilities Staff Team at Covenant Church. We know that the environment we provide is an essential element for those gathering on our campus to learn, worship, and develop relationships. As we continue to grow and expand our ministries and outreach, the use of our facilities will increase correspondingly. Covenant Church is searching for a person who can take on a sense of ownership of our campus with a desire to ensure that spaces are prepared and maintained so that all of our guests will feel welcomed and comfortable at any function on our campus. The ideal person will be able to assess situations and maintenance issues that may arise during weekend worship and handle them appropriately – either through immediate response or through contacting appropriate supervisors or maintenance providers.

The Facilities Assistant supports functions of various ministry areas by ensuring spaces are prepared for meetings and events as directed by the Facilities Manager. This person also assists in the maintenance of facilities and grounds as directed under the supervision of the Maintenance Technician. The Facilities Assistant also serves during worship services as the delegate of the Facilities Manager to ensure buildings and systems are prepared and operating correctly. The Facilities Assistant reports to the Facilities Manager.

What you'll be doing:

- Preparing assigned rooms and spaces on campus to accommodate meetings and gatherings
- Coordinating with staff and lay leaders of groups to ensure that requirements are understood and met
- Opening of buildings and checking scheduled rooms in preparation for worship services and at other times as needed
- Monitoring and adjusting HVAC system to maintain comfortable temperatures for worship services or other events
- Performing security checks of campus after Sunday shift, including clearing buildings, ensuring doors are locked, and setting alarms as appropriate
- Coordinating with police officer on duty during worship services to maintain good communication and ensure that officers are aware of Covenant Church's needs
- Assisting custodial staff with cleaning and other duties such as removing trash and recycling, and stocking paper goods
- Regularly removing of trash from grounds and performing minor pruning of trees and plants as directed
- Serving as a representative of Covenant Church and the facilities staff with an attitude of cheerfulness and willingness to assist with any situation

Skills you'll need to have:

- Assessing and prioritizing multiple tasks for accomplishment according to schedule
- Heart to help and serve others
- Critical thinking and problem solving
- Experience with or willingness to learn minor construction and repair skills
- Self-awareness and the ability to handle interpersonal relationships judiciously and empathetically
- Ability to take direction, receive feedback, and continue personal & professional growth
- Commitment to work collaboratively with staff, team, and individuals to accomplish ministry goals

Requirements:

- Ability to work Sunday through Thursday, approximately 30 hours per week
- A changed life as a result of personal faith in Jesus Christ
- Driver's license and clear motor vehicle report
- Ability to regularly lift 50 pounds
- 21 years of age
- Willingness to commit to the ministry and mission of Covenant Church through membership, attendance, generosity of time and resources