



Summit View Church

Facilities Assistant

Job Description

We exist to see a movement of disciple-making churches advancing God's Kingdom throughout the world.

JOB DESCRIPTION

Position Title	Department	Reports to
Facilities Assistant	Operations	Campus Services Supervisor
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	TBD upon hire

Whatever you do, work heartily, as for the Lord and not for men, Colossians 3:23

POSITION SUMMARY

This position requires a hard-working individual who possesses an understanding of proper cleaning methods. The church facilities assistant will ensure that all publicly accessible areas of the church are clean and ready for other staff members and the congregation to use. The job consists of but is not limited to custodial work such as changing light bulbs, vacuuming, sweeping, mopping and scrubbing floors, cleaning and sanitizing surfaces, restocking items, such as toilet paper, paper towels, and other supplies. This position requires knowledge about proper chemical handling and cleaning techniques and have the ability to self direct. This position may also maintain supply inventory, submit purchase requests, and assist with preparation and/or clean up for events, such as weddings or funerals.

A successful facilities assistant should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate.

PROFESSIONAL QUALIFICATIONS

- Understanding of cleaning techniques and safety procedures.
- Ability to bend twist and lift up to 35 lbs.
- Good communication, comprehension, and interpersonal skills.
- Flexibility to adjust their schedule to suit the needs of the church.

- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.
- Pass a background check

RESPONSIBILITIES

- Maintain clean church facilities by performing weekly duties and daily spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchens, and meeting rooms.
- Work with other maintenance team members and church staff to ensure that all areas are cleaned and stocked with necessary items.
- Observe proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks, and following written or verbal instructions.
- Perform maintenance, such as changing light bulbs and restocking bathrooms, and making repairs.
- Assist with event preparations and clean-up.
- Taking inventory of cleaners and other supplies and submitting requests when items need to be replenished.
- Interacting with church staff and visitors in a respectful, positive manner.
- Review church calendar weekly and discuss weekly priorities with the Campus Services Supervisor.

SCHEDULE: 14 HOURS PER WEEK

The typical work week will be approximately 14 hours per week at least two different days per week. The assistant is allowed some flexibility in the hours and days they work but the building must be clean and ready for Sunday and then cleaned sometime after Sunday as well.

Days of the week worked to be determined upon hire.

ESSENTIAL SPIRITUAL REQUIREMENTS

The following spiritual requirements are common to all positions, regardless of areas of oversight and should be consistently performed at all times in the course of employment with Summit View Church.

- Must exceedingly exemplify the greatest commandment:
 - “And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ ³¹The second is this: ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.” Mark 12:30-31 ESV
- Character must demonstrate the fruit of the Spirit:

- “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, ²³gentleness, self-control; against such things there is no law.” Gal. 5:22-23
ESV

MINIMUM SPIRITUAL QUALIFICATIONS

In practical terms, Facilities Assistants must display these qualifications in the following categories:

● SPIRITUAL DISCIPLINES

Must live a life of godly discipline in various categories, including but not limited to: spiritual self-care, personal devotion/study, household finances, personal health and fitness, emotional stability, hospitality, and generosity. He/she must also maintain a Godly character and live a joyful, loving exemplary life as outlined by the Apostle Paul:

- Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity. 1Tim. 4:12b ESV

● BE A PEACEMAKER

One of the most called upon needs of the body of Christ is to help resolve differences. He/She must become a champion of the Matthew 18 model in helping to negotiate conflict resolution, since there is no other process for conflict resolution given in Scripture:

- “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. ¹⁷If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Matthew 18:15-17 ESV

● BEHAVIOR TOWARDS OTHERS

On relationships inside and outside of the church, whether married or single, he/she must exemplify the specific directives given in Scripture:

- Do not rebuke an older man but encourage him as you would a father, younger men as brothers, ²older women as mothers, younger women as sisters, in all purity. 1Tim. 5:1-2 ESV

With these Scriptures in mind this individual is encouraged to carefully consider his/her conduct toward others directly, indirectly and through social media. He/she should develop a personal code of behavior that incorporates these Biblical directives and serves to exemplify how a Godly person conducts themselves in the 21st century.

WORSHIP SERVICES

All positions at Summit View Church require regular, in person, attendance of the Sunday Worship service. Additionally, in-person attendance at our weekly All Staff Meeting is required for all part and full-time employees.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to dialogue with others as well as use their hands to touch and perform various functions. The employee is occasionally required to stand, walk, sit, reach with hands and arms, balance, stoop, and/or kneel. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Summit View Church is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.