

# NEW COVENANT UNITED METHODIST CHURCH

## Job Description

### Facility Assistant – Part Time

**Title:** Facility Assistant

**Supervision:** Facility Manager

**Compensation:** Part-time, Non-exempt

**Working Relationships:** The Facility Assistant reports directly to the Facility Manager. On a daily basis, the Facility Assistant is in direct support of the campus and will coordinate and take directions with/from the Pastor and staff to meet the operational needs of the campus.

**General Job Description:** The Facility Assistant normally provides direct support to the Facility Manager and staff regarding the maintenance and setup of the facilities to support local ministry programs. They coordinate with staff, laity, and congregants on a daily basis. They must have the ability to move/push furniture on a daily basis. They must be flexible and have the ability to handle multiple tasks in a professional and effective manner.

#### Qualifications:

- Commitment to and readiness to share in fulfilling the vision and mission of NCUMC
- Willingness to uphold and support NCUMC's values of: Spiritual Growth, Hospitality, Generosity, Community, Invitational, Service and Caring
- Able to maintain confidentiality
- Consistently interact with congregants and public with warmth and hospitality
- Ability to work with a servant attitude in a cooperative team spirit
- Must be able to push, bend and lift up to 50 pounds
- Must be able to stand/walk for extended periods of time
- Previous building/grounds maintenance or facilities maintenance experience preferred with a basic understanding of HVAC and electrical systems desired
- CDL License or ability to obtain one, strongly preferred
- Must be willing to work nights and weekends

#### Primary Duties:

- Work in close relationship to and coordinate with the Facility Manager in identifying and responding to maintenance needs
- Work to provide the setup/take down of rooms as needed, often working in short time spans
- Perform routine maintenance
- Clean carpets, hard floor surfaces, windows, restrooms, in all rooms on campus
- Open and secure buildings, and assist in policing grounds and parking lots
- Empty trash receptacles
- Ensure cleaning supplies and equipment is stored properly
- Ensure OSHA and safety standards are followed and maintained
- Attend staff meetings as required
- Other duties as assigned

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