



Building Assistant

Overview

Assists the Director of Business Operations and Administrative Assistant with duties related to the property. This is a part time non-benefitted position averaging 5-8 hours per week.

Responsibilities

Duties include, but not limited to:

- Prepare the building prior to Sunday morning including lobby furniture according to the diagram and classroom table setup
- Communicate with Sunday class facilitators regarding requested room setup
- Replenish seatback pockets with supplies; request ordering more supplies when necessary
- Fill any requests for room setup for events throughout the week
- Ensure that the proper number/type of tables and chairs are in each room
- Replenish bathrooms with sanitary supplies
- Assist with special set up and tear down requests for services, post carpet cleaning, or major events
- Lead and recruit help for setup and tear down of baptistry
- Check the church calendar regularly for awareness of events and needs
- Provide support to pastors for special events such as funerals
- Work with the building deacon occasionally for basic handyman repairs

Job Requirements

- Able to lift 30 pounds and move furniture
- Able to work irregular hours to meet church schedules
- Perform other duties as needed or assigned

Relationships

- Directly accountable to the Director of Business Operations
- Interact pleasantly with others during possible last-minute requests/changes