

Building Assistant

Overview

Assists the Faith Operations Team with duties related to the property. This is a part time non-benefitted position averaging 10-15 hours per week, with growth potential.

Responsibilities

Duties include, but not limited to:

- Responsible for building setup/teardown requests for ministry and event needs throughout the week, focusing on Sunday setups, special events, and midweek resets. May also include needs for vendors on site.
- Check the church calendar regularly for awareness of events and requirements.
- Weekly building walk-through to address areas that need service, cleaning, etc.
- Weekly worship center preparation - including but not limited to replenish seatback pockets with supplies; request supply orders as needed.
- Lead and recruit help for setup and tear down of baptistry.
- Work with the building/outdoor deacons for basic handyman repairs, lightbulb changes, and exterior maintenance needs.
- Work with outside vendors to ensure the building is safe and functional.

Job Requirements

- Able to lift 30 pounds and move furniture on a regular basis
- Able to work irregular hours to meet church schedules - some evenings and weekends
- Willingness to be lift certified (no fear of heights)
- Perform other duties as needed or assigned
- Logistics experience preferred; aptitude and trainability a must-have
- Ability to work professionally with vendors and other outside parties, staff, church attenders, etc.

Relationships

- Directly accountable to the Director of Business Operations
- Working directly with Facilities Manager
- Perform cooperatively as part of the Faith Church staff
- Interact pleasantly with others at all times, especially during possible last-minute requests and changes.