



POSITION PROFILE: FACILITIES ASSISTANT

Updated August 2022

Classification: Administrative Staff; Hourly

The Facilities Assistant, reporting to the Director of Staff & Ministries, is to serve Grace Community Church by completing the setup and preparation of church facilities for regular activities and special events, in keeping with the vision of the church. This position should average no more than ten (10) hours per week and is paid hourly.

Personal Qualities Needed

- Mindset of service and humility in working with the church staff and volunteers
- Strong work ethic and drive toward excellence
- Ability to complete tasks timely and accurate with limited supervision

Skills

- Good communicator
- Detail-oriented
- Time-management and organization
- Able to perform physical labor

Responsibilities

The following list of responsibilities is not exhaustive. Other tasks may be required.

- Receive and respond to communication from church staff regarding upcoming events.
- Ensure worship spaces, classrooms, and other spaces are set up and prepared for their regular use each week and for special events and meetings. This includes tables, chairs, other furniture, and other items needed in each room.
- Arrive early on Sunday mornings to prepare the building for Sunday programming, both physically and aesthetically. This includes but is not limited to: Set up rooms as instructed by the staff, ensure hallways are free of debris and out-of-place items, generally clean and straighten up common areas and surfaces, straighten mats and ensure entrances are free of debris or obstructions, etc.
- Complete several tasks after church is over each week including: Turn off lights, empty waste in nursery classrooms, and arm the alarm.