

GRACE

COMMUNITY CHURCH

FACILITIES ASSISTANT

The Facilities Assistant, reporting to the Director of Finance and the Operations Assistant, 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 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 accurately with limited supervision

Skills Needed

- Good communicator
- Detail-oriented
- Proficient at 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. This will occasionally require rooms to be reset from weekend activities on Saturday night or Sunday morning.
- 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, put signage back in place, ensure hallways are free of debris and out-of-place items, generally clear 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 turning off lights, emptying waste in nursery classrooms, and arming the alarm (when necessary).
- Occasionally assist with furniture setup during church (such as if a classroom needs more chairs) or between services or immediately after church for after-church events.
- Setup and teardown furniture for very occasional events, and ensure impacted spaces are reset in time for regularly scheduled programming.
- Record working hours as directed by supervisor.

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