

High Point Church

Weekend Facilities Assistant

Part Time Hourly Position
Average 10 hrs/week

Overview

The Weekend Facilities Assistant is responsible to work with the Facilities Team to provide consistent excellence in facilities care, including set-ups and tear downs, cleaning, basic maintenance and other tasks which serve the needs of the church and school. This position is primarily intended to help meet the facilities needs that arise from building use from Friday evenings to Monday mornings, such as room set up and tear down, light cleaning and snow removal. As such, the hours required each weekend will vary based on the approved facility schedule. The Weekend Facilities Assistant reports to the Facilities Director.

Spiritual Requirements

- Confesses Jesus Christ as Savior and Lord.
- Able to share with others a clear testimony of Christian faith.
- Has consistent discipline in their devotional life in worship, prayer, Bible study and reflection.
- Obeys the Scriptural directives for growth and development of an individual Christian life, demonstrating the fruit of the Spirit and attitudes and actions of “servant-leadership” as indicated in the life of Jesus and throughout Scripture.
- Embraces Scriptural standards for behavior and attitudes in both physical and digital spaces.
- Pursues a vibrant relationship with the triune God through engagement with Scripture, prayer and worship, both individually and in community.
- Develops self-leadership: growing in self-awareness, self-management, relational integrity, and healthy practices including rest.
- Agrees substantially with the Articles of Faith, Constitution and By-laws of High Point Church.

Character

- Relationally warm, respectful and helpful towards others, treating people courteously and diplomatically.
- Humble. Has a teachable attitude and a desire to grow spiritually and personally
- Has a deep sense of responsibility for and commitment to the High Point Church mission, vision and values.
- Exhibits a spirit of joy, helpfulness, and cooperation in the workplace
- Must be a self-starter and have a “whatever it takes” attitude
- Willingness to work in harmony with the church’s mission and cultural principles

Education and Experience

- No diploma/degree requirement for this position
- Customer service and/or maintenance/groundskeeping experience a plus

- Must pass a formal background check and be deemed safe to work in an environment shared with children

Competencies and Expectations

- Careful attention to detail regardless of the difficulty of the task at hand
- Able to work kindly and cooperatively with church staff, school staff, parents, volunteers
- Perform routine cleaning and maintenance items as directed by the Facilities Director
- Follow oral and written directives with adequate understanding
- Use and dispose of cleaning agents and chemicals safely in the workplace
- Follow O.S.H.A. guidelines, as applicable
- Maintain an awareness of planned events and be prepared to interact with visitors and guests
- Identify maintenance and repair items that need to be resolved to assure long term facility care
- Exhibit flexibility and set priorities in work schedule when necessary
- Understand emergency procedures and implement them when necessary
- Must be able to sit and stand for extended periods of time and regularly lift items up to 50 pounds

Position Responsibilities and Duties

- Regular coordination with the Facilities Director
- Room setup and teardown, including technology such as microphones and projectors
- Shoveling snow and outside grounds cleanup as seasonally required
- Basic maintenance and repairs as ability allows
- Additional responsibilities, as requested

Relationships

- Facilities Director
- Works alongside all other ministry staff and volunteers

Hours : This is a part time hourly position. The majority of work is expected to be done on weekends, although there may be opportunity to assist with various projects during weekdays and weekday evenings as needed. Flexibility with work hours as needs arise for the church and school will be required. Hours can be flexible as long as the facilities needs are completed in a timely manner.