

JOB DESCRIPTION



FACILITY CARE ASSISTANT

Calvary Church is disciple-making community of broken people, being made new in Jesus, overflowing with gratitude, blessing and transforming lives and communities by following Jesus together

Job Title: Facility Care Assistant

Job Summary: Support the vision of Calvary Church by ensuring the building and grounds are ready for use by various ministries and programs.

Reports To: Director of Church Administration

Terms of Employment: Part-Time Hourly, average 4 hours per weekday with periodic weekend hours as needed

Major Responsibilities:

- Room Set-up and Take-down
 - Prepare and ensure that rooms are ready for ministry usage.
 - Assess furniture needs of each scheduled user or group and set-up tables, chairs, and equipment in coordination with the Office Manager.
 - Be aware of the general appearance of each room including typical furniture and equipment and return items that are out of place.
 - Assist the Media Arts Coordinator with Worship Center stage set-up and take-down when needed.
- Minor Maintenance
 - Regularly inspect the building and grounds for areas of need or concern.
 - Conduct on-going and emergency repairs throughout the building and grounds, including but not limited to, changing light bulbs, adjusting doors, cabinets, windows and blinds, patching walls, repairing sinks and toilets, and other general handyman repairs.
 - Ensure emergency exit paths and lighting comply with city code.
- Coordinate Volunteers and Contractors
 - Assist the Director of Church Administration in seeking volunteers and/or arranging for contractors to conduct major repairs when the work to be performed exceeds available time and/or skills.
- Door Locking and Unlocking
 - Assist Office Manager with coordinating interior and exterior facility access for various users.
 - Assist in programming of automatic door lock system.

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Major Responsibilities (Continued):

- Emergency Custodial Work and Stocking
 - Ensure that the facility is kept in a safe condition and in good appearance through emergency cleanup of spills, leaks, other debris, and minor snow clearing that cannot wait for contracted services.
 - Coordinate the regular cleaning schedule with the janitorial contractors.
 - Order and stock cleaning and bathroom supplies.
 - Ensure janitorial and storage closets/sheds are maintained and organized.

Specific Qualifications:

- Be in full agreement with the Vision and Doctrinal Statement of Calvary Church
- Maintain an attitude that is available, faithful, teachable, and responsive.
- Able to lift 50 pounds occasionally.
- Able to bend, squat, climb stairs, and lift items frequently
- Able to climb ladders and work off elevated surfaces occasionally
- Able to walk on slippery or uneven surfaces.