



Job Description: Facilities Assistant

Reports To: Director of Facilities

Classification: Full-time, hourly, non-exempt

PURPOSE

The Facilities Assistant is responsible for consistent excellence in facilities care, including routine maintenance, set-ups and tear downs, cleaning, and other tasks which serve the needs of the church and school.

RESPONSIBILITIES

- Room setup and teardown, coordinating with Building Scheduler
- Run and maintain various cleaning equipment including vacuum cleaners and floor scrubbers
- Assist with maintenance of various building systems including, plumbing, electrical, HVAC, etc.
- In coordination with Director of Facilities, assist with writing statements of procedure, procuring supplies, and scheduling weekend facilities assistants
- Seasonal snow removal and grounds cleanup
- Additional responsibilities, as directed

ABILITIES

- Teachable
- Detail-oriented
- Organized
- Flexible
- Able to work under pressure and deadlines
- Proactive
- Assertive
- Digitally competent across platforms

CHARACTER

The employee is relationally warm, respectful, and helpful towards others. He/she is humble - having a teachable can-do attitude and a desire to grow spiritually and personally. This person has a sense of responsibility for and commitment to the High Point Church mission, vision, and values.

SPIRITUAL REQUIREMENTS

- Confesses Jesus as Lord and Savior, and is able to share a clear testimony of Christian faith
- Leads self spiritually- committed to a vibrant, growing relationship with God
- Demonstrates the fruit of the Spirit outlined in Galatians 6
- Embraces scriptural standards of behavior in all facets of life
- Demonstrates growing in self-awareness, self-management, relational integrity, and healthy practice
- Actively growing in the areas of the HPC staff core values
- Agrees substantially with HPC Articles of Faith
- Willing to submit to the HPC Constitution and Bylaws
- Regular attendance at High Point Church is encouraged, but not required, for this position

EDUCATION AND EXPERIENCE

- Minimum High School Graduate or completed G.E.D. equivalent. Associates Degree and/or trade certifications preferred
- Minimum 3 years of experience in a commercial building maintenance environment or as rental property manager
- Specialized training or experience in one or more areas in the maintenance of facilities a plus

Relationships

- Reports to Director of Facilities
- Works alongside all other church and school staff, as well as various vendors and contractors that support the facility
- Supports ministry volunteers of High Point Church

Hours

This is a full-time hourly position with a normal schedule primarily during regular M-F school/business hours. However, flexibility with work hours is required to meet the needs of the church and school, including occasional evening or weekend work. Scheduled hours can be reasonably flexible with the approval of the Director of Facilities.