



Job Description: Facilities Assistant

Reports To: Director of Facilities

Classification: Full-time, Non-Exempt

PURPOSE

The Facilities Assistant is responsible for facilities care which includes routine maintenance, room set-up and teardowns, cleaning, and other tasks that serve the needs of the church and attached elementary and middle school. This person will report to the Director of Facilities but will regularly work with church and school staff, vendors, contractors, and support ministry volunteers. This role contributes to the High Point Church mission, vision, and values.

The ideal candidate will have commercial property management or residential maintenance experience. This person also needs to be humble, helpful, teachable, hardworking, and possess a "can-do" attitude.

POSITION DESCRIPTION

- **Schedule:** 40 hours per week, M-F school/business hours. Flexibility for occasional evening or weekend work when needed.
- Coordinate with the building scheduler about daily room setups and teardowns.
- Operate and maintain common cleaning equipment like vacuum cleaners, floor scrubbers, and properly use cleaning chemicals.
- Assist with maintenance projects that involve plumbing, electrical, HVAC, painting, etc.
- Help document procedures, procure supplies, and schedule weekend work.
- Assist with seasonal work like snow removal and grounds cleanup and operate outdoor power equipment.
- Perform other responsibilities as directed.

EDUCATION AND EXPERIENCE

- Ability to handle physical workload
- High School diploma, G.E.D., or equivalent
- 3+ years of experience in commercial building maintenance, as a rental property manager, or other related fields
- Must be willing to submit a Background Information Disclosure and pass a Criminal Background Check.
- Specialized training in facility maintenance and/or trade certifications is a plus.

ABILITIES

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| • Able to work upright and stationary and/or standing for typical working hours. | • Detail-oriented & Organized |
| • Able to move effectively throughout the facility, including lifting and moving objects up to 35-50 pounds. | • Capable of working independently with minimal supervision |
| • Quick learner | • Exhibits good time management |
| | • Proactive & Assertive |

BENEFITS

- Paid vacation, sick and holiday time
- Health, Dental, and Vision insurance
- Life and Disability insurance
- 401(k) savings plan with 3% company contribution