



Position Profile For: **Facilities Assistant**
Department: **Facilities**
Date Created/Revised: **April 2024**

PURPOSE:

This position is responsible for fulfilling maintenance and custodial care needs on campus.

The Facilities Assistant must have a servant's heart for the church and have the desire to take care of Centerpoint's property with excellence. This position must be able to work professionally with all staff, volunteers and guests.

The Facilities Assistant should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate.

ACCOUNTABILITY:

The Facilities Assistant will be accountable directly to the Facilities Manager and the Facilities Assistant Lead. They will also work collaboratively as a member of the Operations Department and the broader Finance & Operations Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs general cleaning and janitorial duties in the common areas of all buildings
- Performs minor repairs and maintenance
- Assists in cleaning and sanitizing restrooms
- Maintains neat and orderly janitorial closets; ensures cleaning and maintenance supplies are stocked; takes inventory every two weeks and recommends orders to appropriate staff
- Washes windows
- Assists in examining campus safety hazards and areas of need; reports deficiencies to Facilities Assistant Lead custodian, principal, and/or school resource officer
- Assist in evening lock-up procedures as directed
- Performs other related duties as assigned

REQUIRED SKILLS/ABILITIES:

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions
- Detail-oriented and thorough
- Ability to keep the school clean and orderly
- Ability to interact with staff and visitors on campus while remaining professional, polite, and courteous.
- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Possess a sense of pride of ownership for the church facilities and grounds
- Ability to establish, prioritize, and meet deadlines, often under changing circumstances
- Flexible and adaptable when unforeseen issues arise
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures

PREFERRED QUALIFICATIONS:

1 year or custodial or janitorial experience

Equivalent of education and/or experience will be considered

Ability to perform basic repairs and operate tools or equipment used in routine maintenance

TIME:

This position is a part-time position working 20 hours per week. The hours and days will vary. Must be able to work nights and weekends and also be available for on-call as needed.

CP STAFF TEAM EXPECTATIONS:

Candidates must be cleared through background check

Employees will be members of the local church and amenable to the values and doctrine of the Free Methodist Church

Commit to embracing and demonstrating the values of the church

Commit to working as a team with people and departments

Be respectful and kind in all your dealings with staff, volunteers and the people we serve

Develop your unique voice within the team

Read and agree to abide by the policies of our Employee Handbook

WORKING CONDITIONS:

- Prolonged periods of standing and walking
- Must be able to lift, bend, push, pull, stoop, climb, reach, and lift up to 50 pounds at a time
- Must be able to work in adverse weather conditions

Centerpoint Church maintains an “employment at will” policy. This means that just as you are free to end your employment with Centerpoint at any time for any reason, Centerpoint is also free to end the employment relationship with you at any time for any reason, with or without cause or advance notice, as long as we do not violate any applicable federal or state laws.

By signing below, I certify that I have read the above information and understand that my employment with Centerpoint Ministries is at-will.

Employee Name (Print): _____ **(Signature)** _____

Manager Name (Print): _____ **(Signature)** _____

Date: _____

NOTE:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.