



MITCHELL ROAD PRESBYTERIAN CHURCH
Position Description

TITLE: FACILITIES/SET-UP ASSISTANT

REPORT TO: Facility Operations Manager

HR & LEGAL CLASSIFICATIONS

<i>FLSA Status</i>	Non-Exempt	<i>DOL Status</i>	Part-Time	<i>Pay Type</i>	Hourly
<i>FLSA EE Class</i>	Ministry Support	<i>DOL Fact Sheet #</i>	N/A	<i>Ministerial Exception</i>	N/A

ULTIMATE GOAL / OBJECTIVES OF POSITION:

The goal of the Facilities Assistant is to carry out the tasks as assigned by the Facility Operations Manager that are needed to ensure that the facilities at MRPC are ready for campus wide ministry functions and events. Tasks and assignments will vary according to the needs of the ministry division, department and facility support required for ministry events.

PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

- Respond to custodial requests, ministry event set-ups and resets
- Perform scheduled, assigned, predictive and preventative maintenance tasks
- Perform unscheduled (reactive) maintenance tasks as needed
- Learn and utilize facility software systems in support of facility use
- Perform other facility related duties as assigned by their supervisor

REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED:

- A follower of Jesus actively engaged in their home church ministry
- Ability to work well with others, commitment to positive interpersonal relationships, teamwork and support of church ministries, staff, and congregational members
- Exhibits good time management skills; ability to work independently or as a team
- An understanding of overall facility operations and the application of facility best practices
- Diverse hands-on skillset in general maintenance, including building trades
- Ability to respond quickly and calmly to emergency requests
- Self-starter with ability to work at a fast pace when needed
- Prefer practical experience in applicable facility operation maintenance, similar experience with church or another non-profit a plus

WORK SCHEDULE:

This position requires some weekend hours as well as weekday hours.
Schedule varies based on ministry schedules, facility needs, and employee availability

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Work performed inside and outside around various types of equipment, tools, controls, systems, and substances. Ability to lift and move heavy items (60-100 pounds); capable of manual labor including climbing ladders, stooping, kneeling, crouching, reaching, climbing, pushing, pulling.

DISCLAIMERS:

The position description design does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned (or changed) at any time with or without notice.