
Position Title: Facilities Support Assistant

Hours/week: 25 (Part-time)

Reports To: Campus Facilities Coordinator/Campus Pastor

Classification: non-exempt

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Ability to identify problems, seek solutions, provide on-the-spot corrective action or pass concern immediately to supervisor
2. Assists with janitorial tasks as needed
3. Has all facilities unlocked when scheduled for use and locked when unoccupied
4. Is continuously diligent to the physical and personal security of facilities and persons
5. Is constantly alert to the physical and personal issues of health, welfare, and safety
6. Accountable for exemplary completion of facilities up-keep on a daily/weekly/monthly basis
7. Due to scheduling, capable of working with minimal supervision
8. Monitors facilities set-up, usage, and tear-down, as well as reports any discrepancies to the supervisor
9. Spot cleans, tends to trash overflow, as well as any immediate health and welfare issues that arise while on duty
10. Supplies classrooms, bathrooms, and other areas with paper products and kitchen supplies
11. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. A working knowledge of, and prior experience in, facilities support services procedures preferred
4. Ability to work with a diverse group of professionals in a Christian environment
5. Capable of working with minimal supervision; able to self-motivate and self-assess
6. Knowledge of and experience with OSHA standards and SDS preferred
7. Ability to lift and carry up to 85 pounds (e.g., equipment, office supplies, yard equipment)
8. Ability to work in/around facilities, storerooms, and maintenance areas in confined spaces and climb heights up to 50 feet
9. Weekend hours required
10. Able to operate commercial powered equipment, automobiles, and trucks (standard and automatic)
11. Must have a valid Colorado Driver License and reliable transportation