



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Facilities Assistant**
Reports to: **Facilities Manager**
Position Status: **Full-Time, Exempt**

Department: **Facilities**
Effective: **July 2010**
Replaces: **All previous**
Position Number: **RC-25-10**
Posting Date: **July 20, 2010**
1st Closing Date: **July 27, 2010**

Position Summary: The Facilities Assistant works under the direction of the Facilities Manager, supervises, coordinates, and administers the external facilities operations of the Rock Church.

Job Responsibilities and Duties:

1. Reviews and assists with the ministry event schedule and performs necessary set-up and breakdown.
2. Performs routine painting, plumbing, and other related maintenance activities, using hand and power tools.
3. Ensures the cleanliness and routine maintenance of all Rock church vehicles.
4. Assist with daily operations of facilities to include upkeep, maintenance, and janitorial support.
5. Acts as liaison of the Facilities department and maintains good relations with the church staff and ministry leaders of the church congregation.
6. Positively represent and promotes the Rock Church in all circumstances.
7. Orders, maintains, and ensures availability of all support equipment.
8. Maintains and organizes storage and work areas.
9. Ensures the regular inspection of all fire systems and related equipment and coordinates the needed inspections thereof.
10. Updates Facilities Manager on a regular basis.
11. Assists in establishing annual Facilities objectives and strategies.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the Facilities Assistant may perform other related tasks under the direction of the Facilities Manager.

Job Skills and Requirements:

1. Two to three years experienced in facilities maintenance.
2. Maintains a Class C Driver's License (in accordance with the employee's auto insurance carrier and less than two DMV points on driving record).
3. Excellent problem solving skills.
4. Experience in conflict resolution.
5. Must possess excellent organizational skills.
6. Know how to promote teamwork.
7. Excellent verbal and written communication skills.
8. Self-motivated and flexible.
9. Flexibility to work weekends and alternative hours coinciding with Church related events.
10. Hands-on PC-compatible computer knowledge, understanding and skills.
11. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage.
12. Ability to recognize and maintain confidentiality as appropriate.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak well. Physically able to lift up to 50 lbs (with or without assistance). This position may also require long periods of standing up and walking.

Employment At-Will:

All employees of The Rock Church are at-will, as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of The Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.