

**Title:** Facilities Assistant/Custodian – Part-time (20-25 hours per week)

**Objective:** Ensures Grace Chapel’s facilities are clean, safe, and well prepared as an inviting space for ministry programming and events.

**Reports to:** Facility Supervisor

**Primary Duties and Responsibilities:**

- **Campus safety and security**
  - Ensures Grace Chapel’s campus is a safe and secure environment.
  - Ensures security by locking and unlocking facilities for church events and monitors environments for efficiency and safety (e.g. heating and air-conditioning, snow accumulation, landscaping hazards).
- **Campus cleanliness and facility set-up**
  - Cleans and disinfects facility areas as scheduled or assigned.
  - Supports room set up, configuration and access for scheduled events as assigned.
  - Knowledge of operating equipment and equipment storage areas.
- **Facility maintenance**
  - Reports maintenance issues to the Facility Supervisor.
  - Knowledge of the facility to assist with access or emergencies, e.g. fire alarm, HVAC roof access, electrical closet, fuse box, water shut-off, and kitchen incidents requiring action.

**Secondary Duties and Responsibilities:**

- Completes assigned tasks and reports facility concerns to the Facility Supervisor.
- Assists the Facility Supervisor with additional maintenance tasks as requested.
- Transports facility supplies from local stores to the church.

**Stewardship of Mission:** Understands and supports Grace Chapel’s mission of leading people to find and follow Jesus. Pursues personal spiritual growth. Establishes and maintains strong relationships with staff and congregation. Effectively utilizes the Lord’s resources for maximum ministry impact while minimizing expenses. Creates an environment of loving Christian care while maintain a heart to serve.

**Minimum Qualifications:** High school diploma or Associates Degree. Able to lift heavy objects. Ability to operate required equipment safely. Desire to maintain facilities in a neat and clean condition.

**Please note:** *This job description is not designed to cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.*