



**Ridgeline Community Church
Facilities Assistant
Job Description**

The Facilities Assistant works under the guidance of the Facilities Director to help maintain operations both inside and outside of the church building. The Facilities Assistant is responsible for preparing and maintaining a clean and well-functioning facility for all that will use the building.

Reports to: Facilities Director

Pay Type: Non-exempt hourly

Pay Rate: \$15 / hr

Weekly Hours: 15-25 depending on weekly and seasonal needs

SPIRITUAL QUALIFICATIONS

- A commitment to Ridgeline's Statement of Faith and has a personal relationship with Jesus
- Service-minded with a desire to help church members, visitors, church staff and Elder Board

PRACTICAL QUALIFICATIONS

- A strong work ethic with great attention to detail.
- A positive attitude even when dealing with repetitive tasks.
- Ability to lift up to 50 lbs unassisted
- Ability to work independently and strong problem-solving skills.
- Communicates clearly, timely, and reliably with Supervisor.

GENERAL RESPONSIBILITIES

- Support the mission, vision, values, and staff of Ridgeline Community Church.
- Adhere to the statement of faith of Ridgeline Community Church, as well as the theological commitments of the church and Evangelical Free Church of America (EFCA).
- Cheerfully follow the spirit and letter of the job description.
- Pray regularly for the church body and staff.
- Incorporate Biblical principles in all relationships and tasks.
- Maintain strict confidentiality of information pertaining to the church body and staff.
- Be coachable, friendly, reliable, and open to feedback as needed.
- Attend staff meetings as requested.
- Performs other tasks as directed by the Facilities Director.



SPECIFIC DUTIES AND RESPONSIBILITIES

- Work with the instruction of the Facilities Director to ensure building cleanliness and functionality for all groups that use the church building and grounds.
- Execute building set-up and use for events outside of the regular schedule such as large meetings, banquets, weddings, funerals etc.
- Follow procedures for the use and storage of chemical cleaners and power equipment, and the moving of heavy objects to prevent damage to the facility and to maintain a safe work environment.
- Record needed supplies for building use to be ordered, replaced or added.
- Be on call as needed by the Facilities Director to be able to address and handle any issues that may arise.
- Work with fellow staff members and volunteer leaders to ensure that the building is set for their needs as well as special events/projects to ensure that all runs smoothly.
- Maintain communication with Facilities Director and other staff as appropriate regarding needs and issue of facility.
- Liaison, as needed, for outside groups as a point of contact to ensure that the facility meets their needs and expectations when the Facilities Director is not available.
- Observe necessary building improvements and report to the Facilities Director.
- Work with the Operations Department, Worship Team and IT department to maintain an accurate inventory of all furniture, fixtures, and equipment.
- Immediately report and mitigate as possible any major leaks, mechanical failures, or major maintenance problems as they arise.
- Maintain consistent and reliable communication with the Facilities Director or other staff as needed regarding any schedule changes or other issues.

PERFORMANCE REVIEWS

Performance of position responsibilities will be formally evaluated annually by the Facilities Director according to the guidelines established in annual goals with the Facilities Director and the standards set forth in this job description.

For further inquiry, please send a brief cover letter and resume to chris.goble@ridgelinecc.org.

Ridgeline Community Church
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