



Position Title: Facilities Assistant
Hours/week: 25 (part-time)
Reports To: Maintenance & Facilities Director
Classification: Salaried/non-exempt
Pay Range: \$18,317 - \$23,803 (hourly equivalent: \$14.09 - \$18.31)
Benefits: Eligible to participate in 403(b); vacation/personal/sick time

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. Provides Facilities campus support at assigned campus as needed
12. 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 and Commissioned Leader 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
4. Ability to work with a diverse group of professionals in a Christian environment
5. Ability to carry out performance of tasks with a servant's heart
6. Capable of working with minimal supervision; able to self-motivate and self-asses
7. Knowledge of and experience with OSHA standards and MSDS
8. Knowledge and experience with NIOSH and industrial safety practices
9. Ability to lift and carry up to 50 pounds (e.g., equipment, office supplies, yard equipment)
10. Ability to work in/around facilities, storerooms, and maintenance areas in confined spaces and climb heights up to 50 feet
11. Weekend hours required
12. Able to operate commercial powered equipment, automobiles, and trucks (standard and automatic)
13. Must have a valid Colorado Driver License and reliable transportation