



Job Description

Job title	<i>Facility Support Worker (Regular Part-time 20 hrs./week)</i>
Reports to	<i>Facility Manager</i>

Job purpose

Responsible to assist Facility Manager to maintain church facility in good order. Ensure that the facility is operating optimally to meet the needs of the church.

Duties and responsibilities

Primary responsibilities include:

1. Facility Maintenance
 - a) Maintain church facility in good working order to support ministries, which includes HVAC, Plumbing, electrical equipment, fire safety, parking lot, landscaping, door and access.
2. Facility Repair
 - a) Minor repair of church facilities whenever possible, such as furniture, doors and locks, walls, lighting.
3. Cleanliness and Tidiness
 - a) Work with contract cleaners to ensure cleanliness of church lobby, stairway and washrooms;
 - b) Keep church tidy at all times, including furniture, office, parking lot and landscape areas.
4. General safety of church and congregation
 - a) Ensure that church safety policies and procedures are followed by all occupants of the church;
 - b) Identify and correct any unsafe situation may endanger the church or congregation.
5. Emergency response to facility failure and other emergency situations
 - a) Response to any emergency situations such as power failure, extreme weather or fire alarm etc. during or beyond regular work hours.

Qualifications

Qualifications include:

- A passion to serve God and others
- Experience in facility support work is an asset

Working conditions

Regular part-time on weekends 20 hrs. /week, with flexibility to work evenings when required.

Physical requirements

Ability to lift furniture or equipment is an asset.

Direct reports

N/A

Approved by:	<i>Paul Ting, Executive Pastor</i>
Date approved:	<i>May 7, 2019</i>
Reviewed:	