



Job Description: Facilities Assistant

Department: Support Staff

Job Title: Facilities Assistant

Reports to: Maintenance Superintendent

Classification: Part-time (average of 15 to 20 hours per week)

Job Description and Responsibilities:

PURPOSE:

The Facilities Assistant is responsible for all set-up and take down for all church events

COMPETENCIES & EXPECTATIONS:

- Growing relationship with Jesus Christ evidenced by action, attitude, and behavior.
- Normal physical mobility, which includes movement from place to place, including climbing steps, etc.
- Ability to reach and bend, push/pull, and/or lift objects up to 50 pounds.
- Ability to perform outside work, which would include exposure to fluctuations in temperature and seasonal weather conditions including cold, heat, rain, snow, and humidity.
- Demonstrate normal dexterity of hands and fingers.
- Demonstrate normal coordination, including eye-hand, and hand-foot.
- Mobility to perform mechanical work which may include climbing and crawling on/off equipment and vehicles.
- Demonstrate normal verbal and written communication skills.
- Ability to drive and possession of reliable transportation.
- Have a willingness to serve God and others rather than a desire to be served.

ESSENTIAL JOB FUNCTIONS:

1. Set-Up and Take Down for all Church Events:

- a) Meet regularly with the Maintenance Superintendent to review weekly schedule
- b) Perform set-ups for regular weekly activities
- c) Perform set-ups for special events
- d) Serve as on-call maintenance for Wednesday evenings
- e) Lock up after Wednesday evening activities and/or special events

2. In conjunction with the Maintenance Superintendent:

- a) Assist with projects, as needed
- b) Assist with large events such as VBS and Wild Game

3. Perform other related duties as determined by the Executive Ministry Staff to include but not limited to assisting with weddings, funerals, and other ministries.

EDUCATION & EXPERIENCE:

- Must be a member of a local church, preferably Bayside, believe in and agree to comply with the precepts of the Bayside Baptist Church Statement of Faith and regularly attend worship services
- Growing and maturing follower of Christ
- Self-motivated
- Must be willing and able to understand and respond quickly to verbal and written communication, including text messages and/or email