

**NORTHVIEW COMMUNITY CHURCH**  
**JOB DESCRIPTION**  
**Facility Assistant**

DEPARTMENT	Facility Department
REPORTS TO	Operations Manager
RESPONSIBLE FOR	Readiness, Appearance and Security of Northview Abbotsford
ALLOTTED HOURS	6 - 12 hours per week
REVISED	June 27, 2017

**MINISTRY CONTEXT**

A candidate for the position of Facility Assistant must be a self motivated person with a desire to serve behind the scene to enable ministry. The person must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church.

**PRIMARY FOCUS**

Responsible for the readiness, appearance and security of Northview's building and property during program/event use. Assisting the pastors and staff in any necessary tasks to ensure an efficient, professional God serving church.

**MINISTRY RESPONSIBILITIES**

**A. Specific Duties:**

1. **Readiness:** Responsible for setup and or take down to facilitate program/event use. Including the following:
  - a. Room preparation, e.g. tables, chairs.
  - b. Climate control; heating, cooling, lighting.
  - c. Unlocking or locking of doors.
  - d. Securing areas of the building.
  
2. **Appearance:** Responsible for general cleanliness of the facility for program/event use. Including the following:
  - a. Emptying trash and recycle bins, replacing bags.
  - b. Cleaning up spills when called upon.
  - c. Bathroom inspection, spot cleaning, replacing paper towel or toilet paper as needed.

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3. **Security:** Responsible for overall security while on duty, Including the following:
  - a. Unlocking and locking so access is restricted to areas being used.
  - b. Gate closure when called for.
  - c. Care of property, reporting of all damage related incidents.
  - d. Responsible for arming and disarming of alarm as needed.

**B. General Duties:**

1. **Responsible for:**
  - a. Some regular cleaning duties.
  - b. Inspection of facilities and property reporting and or repairing any required repairs e.g. light bulb changing
  - c. Keeping facilities and property safe e.g. clearing walkways of snow and ice. Picking up trash.
  - d. Following through on small projects or repairs.
  - e. Yard maintenance when called upon, lawn mowing, edge trimming and weed control.

**STATEMENT OF RELATIONSHIPS**

The candidate reports directly to the Operations Manager but while on duty will need to take direction from Pastors, Elders and Leaders as needs arise.

**QUALIFICATIONS**

A candidate for the position of Facility Assistant must be a, self-motivated, self-managing person. He or she must be trustworthy with no criminal record. He or she must be able to communicate well with the public while representing Northview Community Church. The individual will be involved in room setup and tear down and so must be physically able to do lifting and carrying a minimum of 50lbs. Some custodial experience or handyman experience an asset but not essential.

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**PERSONAL CHARACTERISTICS**

The following characteristics are considered essential for the candidate to be successful in this role:

1. A desire to serve the church.
2. Ability to have good rapport with people of all ages.
3. Able to communicate clearly.
4. Agrees doctrinally with church leadership on primary and secondary level beliefs.
5. Is known to have a lifestyle that honors and uplifts the name of Christ.