



NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Facility Assistant - Abbotsford

CAMPUS: Downes Road Campus
DEPARTMENT: Facilities
REPORTS TO: Facilities Director
ALLOTTED HOURS: 6 - 12 hours/week
POSTED: June 4, 2021
ANTICIPATED START: TBD

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. **Room 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.
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.



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STATEMENT OF RELATIONSHIPS

The candidate reports directly to the Director of Facilities 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:

- self motivated and able to work independently
- trustworthy with no criminal record.
- able to communicate well with the public while representing Northview Community Church.
- physically able to do lifting and carrying a minimum of 50lbs.
- some custodial experience or handyman experience an asset but not essential

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.
5. Is known to have a lifestyle that honors and uplifts the name of Christ.

The incumbent must make Northview Community Church his/her home church.