

# Church & Candidate Profile

**Facilities Assistant  
Brookstone Church**



# Brookstone Church

## Facilities Assistant Job Description

### **PURPOSE:**

The Facilities team is responsible for all facilities and grounds owned by Brookstone Church. The Facilities Assistant supports the Facilities team in the maintenance, care, and efficient operation of all systems and equipment used by the organization.

### **QUALIFICATIONS:**

- High School graduate or experience in a facilities/maintenance department or similar background
- General handyman skills
- The ability to work independently, to show initiative and to organize effectively
- The ability to work under pressure, prioritize and meet deadlines
- A flexible approach to work and good communication skills

### **RESPONSIBILITIES:**

- Coordinate with Facilities Manager to prepare for meetings and events
- Attend necessary staff meetings
- Monitor Planning Center Calendar and staying in the know about upcoming events taking place on campus. Coordinate with appropriate individuals when there are questions related to event set-ups
- Monitor inventory of facilities supplies and report needed items to Facilities Manager
- Monitor and restock necessary supplies in specified rooms/classrooms
- Monitor and change HVAC filters, light bulbs, batteries in plumbing fixtures, etc...
- Carry out planned preventative maintenance works to endure the continued problem free operation of equipment and facilities within the building. All defects should be reported to the Facilities Manager.
- Carry out reactive maintenance when things need repair or are broken
- Operate all necessary equipment to maintain and clean the facilities, including but not limited to, vacuum cleaners, buffers, mops, brooms, brushes, soaps, cleaning fluids, floor wax and other related and necessary equipment and supplies
- Prepare for and assist with special events

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### **RESPONSIBILITIES (continued):**

- Assist with the distribution of items delivered to campus from USPS, UPS, Fed Ex, etc...
- Maintain positive and professional relationships with staff members, students and the general public
- Comfortable with basic landscaping and maintenance tasks
- Solid working knowledge of cleaning supplies and equipment and how to maintain them
- Maintain the security of all buildings and facilities, including opening and closing of all facilities and the locking and closing of doors and windows and be prepared to be called in as a key holder
- Assist with the day-to-day management of contractors working within the building
- Knowledge of security, fire, and evacuation procedures
- Help oversee any facilities/maintenance volunteers
- Occasional outdoor duties to include: operation of groundskeeping equipment, and the occasional use of light/heavy equipment
- Ability to drive truck with a trailer attached to assist with the moving of various trailers owned by the church
- Assist in the hanging and removal of signs and banners
- Carry out all cleaning not covered under our current cleaning contract, including: removal of graffiti, removal of litter and debris, disposal of tubbings
- Assist Facilities Manager with other duties as assigned.

### **REQUIRED SKILLS/ABILITIES:**

- Extensive knowledge or ability to gain knowledge of building systems such as plumbing, electrical, and HVAC.
- Excellent analytical and problem-solving skills.
- Ability to identify issues and determine repairs that are needed.
- Ability to plan maintenance schedules for building systems.
- Excellent management and supervisory skills.
- Proficient with or willing to learn Google Suite, Planning Center, Basecamp, etc...

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### PHYSICAL REQUIREMENTS

- Must be able to traverse property and facility to diagnose building issues and plan repairs or maintenance.
- Must be physically able to perform tasks and repairs when needed.
- Possess the ability to physically exert self, including lifting and carrying up to 60 pounds or more pounds with assistance
- Ability to work 8 hours on your feet, to stand, squat, kneel, bend, stoop, reach, and work from a ladder
- Willing to work outside in a variety of seasons with the potential for inclement weather.

### PERSONAL DISCIPLESHIP:

- Maintain a vital and growing relationship with the Lord through consistent time in the Word, prayer and regular worship attendance.
- Commit to EE training.
- Strive to maintain and protect biblical priorities in the home.
- Model the practice of wise stewardship.
- Seek to maintain accountability through participation in a relational environment (Lifegroup).

### ACCOUNTABILITY:

The Facilities Assistant reports to the Facilities Manager and the Executive Pastor of Operations.

### OVERSIGHT:

The Facilities Assistant will provide oversight to volunteer teams.

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### **HOURS:**

Monday-Friday 9am-5pm.

Due to the unpredictability of the role, you may be asked to come in at non-scheduled times.

### **SALARY:**

A competitive salary wage commensurate with experience will be provided





**Consistency**  
*every day matters*



**Integrity**  
*private matches public*



**Relationships**  
*know and be known*



**Responsibility**  
*no excuses, own it*



**Excellence**  
*your best without exception*



**Humility**  
*be the donkey*



**Trust**  
*believe, don't suspect*

## CORE VALUES