



JOB DESCRIPTION

FACILITIES TEAM MEMBER

LOCATION: *Grace Community Church, 2346 Floral Avenue, Chico, CA 95926*

REPORTS TO: *Facilities Team Manager*

COMPENSATION STATUS: *Approximately 10 hours weekly / Non-exempt*

POSITION SUMMARY

The Facilities Team Member plays a key role in ensuring Grace Community Church's campus is clean, functional, and ready for ministry activities. Reporting to the Facilities Team Manager, this part-time position supports the church by setting up and tearing down furniture, completing custodial tasks, and responding to assigned work orders and other duties as needed.

PRIMARY RESPONSIBILITIES

Setup & Teardown

- Shall assist on the weekends in the setting up and tearing down for Grace's weekend worship services.
- Shall use Grace's facilities calendar to monitor and set up for events happening during the week, including arranging chairs, tables, and other resources as needed.
- Shall ensure spaces are restored to their default configurations after events, following setup guidelines and ensuring rooms are "first-impression" ready.
- On days worked, shall be responsible for ensuring the campus is secured at the end of the day, that rooms are closed properly, and campus doors are locked.

Custodial Services

- Shall perform routine cleaning tasks based on the church's cleaning checklist, including vacuuming, mopping, dusting, and emptying trash bins.
- Shall be responsible for restocking restrooms and maintaining general cleanliness across the campus during services and events when scheduled.
- Shall be responsible for helping clear off a quarterly cleaning checklist of more in-depth areas.
- Shall work with the Facilities Team Manager to manage custodial supplies and submit requests when additional materials are needed.

Facility Tasks

- Shall respond to assigned work orders promptly and communicate status updates to the Facilities Team Manager.

- Shall provide light maintenance support as needed when identifying problems during a shift (e.g., replacing light bulbs or minor repairs).
- Shall assist with special projects or additional duties as assigned by the Facilities Team Manager.
- Shall report items into the work order system alongside other staff, keeping a lookout on campus for areas that need improvement, cleaning, replacement, or repair.

COMMITMENT

This is a part-time position that will require work onsite at Grace Community Church, including being present for all staff meetings, potentially weekend services, and potentially early morning and evening shifts.. This position is subject to reevaluation on behalf of Grace annually. While this job description is comprehensive, it is not all-inclusive and may be asked to perform other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, and handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

DISCLOSURE

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. Any agreement made in relation to this job description does not constitute an employment contract, implied or otherwise, other than an "at-will" relationship.

QUALIFICATIONS

The successful applicant will have a breadth of education, experience, and skills that enable fulfillment of the responsibilities of Manager as summarized above. Preference will be given to those who demonstrate a true servant's heart, and application and supporting materials that demonstrate the following:

- High school diploma or equivalent.

- An intrinsic desire to collaborate with other staff and volunteers serving within Grace's ministries and supporting the local church.
- The ability to represent Grace Community Church with professionalism and integrity, both within the church community and in external engagements as needed.
- Strong organizational skills and attention to detail.
- Reliable, self-motivated, and able to work independently.
- Good communication and teamwork skills.
- A mature and growing faith in Christ that serves as a model to those they lead, and having full agreement with the doctrinal position of Grace and the membership covenant.

GRACE'S MISSION STATEMENT

We are a community of Christ followers, on mission to grow in faith and love as we show and share the Gospel for the glory of God and the good of the city.

2 Thessalonians 1:3, James 2:14-17, Matthew 5:16, Jeremiah 29:7

GRACE'S VALUES

RADICAL GRACE

We embrace God's perfect love as a community of imperfect people.

Luke 7:36-50

BETTER TOGETHER

We pursue authentic relationships for the sake of spiritual growth.

Hebrews 10:23-25, Acts 2:42-47

TRUTH TRANSFORMS

We seek transformation through the unchanging word of God.

2 Timothy 3:16-17, Hebrews 4:12

BE THE CHURCH

We engage God's mission as sent people in the everyday and not just Sunday.

Acts 1:8; Romans 10:14-15

GENEROUS LIVING

We live generous lives that reflect the goodness of the Gospel.

1 Timothy 6:18, 2 Corinthians 9:11

MADE TO MULTIPLY

We equip disciples and communities to grow so that they multiply.

Matthew 28:18-20, 2 Timothy 2:2

GENERATION NEXT

We develop tomorrow's leaders today.

Deuteronomy 11:19, Titus 2:1-8, 2 Timothy 2:2