



JOB DESCRIPTION

FACILITIES ASSISTANT

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

REPORTS TO: Facilities Director

COMPENSATION STATUS: Hourly / Part-time

SALARY RANGE: \$16.50 – \$22.00

POSITION SUMMARY

The Facilities Assistant helps create a clean, functional, and welcoming environment for all who attend and serve at Grace Community Church. This role is responsible for custodial duties, room setups and teardowns for ministry programs and events, minor repairs and maintenance around Grace's campus, and providing on-site support during hosted events. Working under the direction of the Facilities Director, you will oversee Grace's campus, ensuring it is well-prepared and maintained for both internal ministries and outside events.

PRIMARY RESPONSIBILITIES

Custodial & Cleaning

- Perform daily, weekly, and event-based cleaning duties across campus.
- Manage the inventory and restocking of supplies in restrooms and other facilities areas.
- Complete occasional deep cleaning projects (e.g. carpets, windows, disinfecting high-touch areas).

Event Support

- Set up and tear down rooms for services, ministry programs, and special events.
- Ensure rooms and spaces are clean and reset following usage.
- Provide on-site support for events as scheduled (e.g., weddings, memorials, community rentals).
- Coordinate with the Facilities Director to understand and prepare for event needs.

Maintenance & Repairs

- Assist with minor maintenance and repair tasks as assigned.
- Help manage facility data through Grace's Facility Management software.
- Support seasonal and special projects such as landscaping, decorating, or reorganizing storage.
- Remain vigilant about campus safety and cleanliness, reporting hazards or issues promptly.

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. The employee must occasionally lift and/or move up to 25 pounds. 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 Director 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:

- 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.
- Organizational and time management skills that allow for multi-tasking and prioritizing of responsibilities.
- The ability to work independently, with minimal direction, and find effective solutions to every-day problems.
- 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.