



NEW LIFE

CHURCH

Department	Property Maintenance		
Location	Alamo Campus		
Job Title	<u>Facilities Assistant</u>		
Reports to	Sol Levy	<i>Title: Facilities</i>	
FLSA Code:	Type of position:	Hours: 40/week	
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	

GENERAL DESCRIPTION

- **Service Set Up/Coordinator:** Manage all facility set up and service coordination for Sunday services at the Alamo facility for AM & PM services.
- **Facilities Set Up:** Set up and take down the auditorium chairs, tables, etc. (max. 8 chairs high) for daily events. Experience with dollies a must.
- **Miscellaneous Facilities Projects:** Assist Facilities Manager with on-site projects at Alamo and Dublin campuses as needed on Monday/Tuesday/Wed/Thurs. Times to be determined. Projects are of light construction (i.e. hanging items on walls, drywall work, change electrical lighting, plumbing, maintenance of equipment, yard maintenance, etc.) knowledge or experience with small to medium size hand tools and equipment, including safety.
- **Events:** Be available to assist with campus events occasionally on Saturdays (i.e. Coffee Talk, Weddings, Memorials)

SUNDAY IS A NORMAL WORK DAY FOR THIS POSITION

CAPABILITIES AND CHARACTERISTICS

- Understands and embraces the New Life Church DNA
- Faithful, positive, loyal, self-motivated, flexible
- An independent self starter who also works well within a team environment and comfortable interacting with leadership as needed
- Relationally adept, desiring to sincerely engage and network with diverse people.
- Demonstrate willingness to go the distance to get something done.
- A willingness to be coached and take guidance, as well as a demonstrated desire to learn new skills.

QUALIFICATIONS

- High School Diploma
- Valid driver's license and safe driving record
- Must have transportation
- Experience serving the public

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<ul style="list-style-type: none"> • Ability to lift 50 lbs. • Manual dexterity and hazardous equipment • Skills or ability in light construction • Computer literacy • 			
SALARY RANGE			
<ul style="list-style-type: none"> • Up to 40 hours per week • Salary: DOE 			
Name of person holding the position:			
REVIEWED BY		Title:	Date:
APPROVED BY		Title: Applicant	Date: