

Position Description

Heritage Park Alliance Church

Sept 2021

Title: **Facility Assistant**

Reports to: Facility Manager

Classification: P/T – either 1 person up to 20 hrs / week, or 2 people 10 hrs per week.

Primary Purpose: The Facility Assistant's role is to assist the Facility Manager in maintaining Heritage Park Alliance Church's building and grounds to ensure its readiness for ministry to be conducted at multiple levels. This position is also intended to provide on-site security and support for weekend and evening ministry and rental activities.

Responsibilities:

1. Cleaning and sanitizing washrooms and restocking paper products.
2. Sweeping, mopping, and vacuuming hallways, meeting rooms, classrooms, and offices.
3. Emptying and removing garbage.
4. Set up and tear down of various table and chair configurations to meet the needs of ministry and rental activities.
5. Outside maintenance including groundskeeping and snow removal.
6. Other related duties as assigned by the Facility Manager.
7. Facility opening and lockup for evening and weekend ministry and rental activities.

Qualifications:

- Good physical conditioning as this position requires considerable walking, bending, and lifting.
- A flexible schedule as this position will involve non-standard evening and weekend work hours.
- An ability to work independently during non-standard hours.
- A flexible attitude to deal with the changing needs of ministry.

All church employees are required to:

- Be members of Heritage Park Alliance Church or working toward membership.
- Abide by policies set out in the Heritage Park Alliance Church Employee Handbook.
- Complete all test and police clearance requirements of the Abuse Prevention policy.