Double Oak Community Church

Job Description

Job Title: Facilities Associate

Employment Status: Part time

Schedule: Primarily evenings and weekends

Campus: Mt Laurel

Reports to: Church Operations Manager

Direct Reports: None

Overview: The Facilities Associate for Double Oak Community Church should be a person who exhibits a genuine faith in Jesus Christ and who has been called to serve the Lord vocationally through the care of the custodial needs of our facilities and the ability to expedite event needs for ministry gatherings. The Facilities Associate should be a person of discipline and faith whose life is characterized by devotion, study, and service.

Qualifications: Due to the physical nature of the position, the Facilities Associate should be able to lift, arrange, and store furniture, equipment, and supplies that are part of the property and resource of Double Oak Community Church. The Facilities Associate should also be attentive to detail. Experience in the maintenance of systems, utilities, and machines is preferred.

General Responsibilities: The Facilities Associate should serve Double Oak Community Church with integrity and character as a contributor to the growth and health of the ministry of the church. In doing so, the Facilities Associate should be consistent in:

* Striving for unity
* Supporting the ministry and vision of Double Oak Community Church through the stewardship of time, words, attitudes, and resources
* Effectively serving within the boundaries of the approved budget
* Serving in humility and cooperation as part of the pastoral and staff team
* Willingly taking on additional responsibilities and roles needed to carry out the ministry of Double Oak
* Exhibiting a genuinely winsome and joyful attitude
* Each of these requirements should be maintained in personal relationships, professional leadership, and social media activity. The Director of Facilities must always be mindful that his or her personal integrity impacts the reputation of our Lord and Double Oak Community Church significantly.

Specific Responsibilities: Responsibilities fall into three categories: custodial needs of all campus, maintenance of facilities and grounds, and preparation for ministry events to include set-ups and reset of spaces.

* **Custodial Needs-** regular cleaning of all buildings each week. This includes, but is not limited to: trash removal, bathroom cleanings, dusting, sweeping, vacuuming and mopping, and disinfecting of all areas as needed; additional cleaning schedules for special emphases and events as needed (such as VBS, holiday gatherings such as Christmas Eve services, etc.). These responsibilities will be for all buildings on the Mt Laurel Campus.
* **Maintenance of facilities and grounds-** ensure that the buildings and grounds are in good repair and regularly cleaned and cared for. Make regular rounds through buildings to check for needed or potential maintenance and take the initiative to work proactively before problems arise.
* **Preparation for ministry gatherings-** Ensure all ministry events are ready to include specific room set up and break down, be it routine or spontaneous events; be flexible to adjust as needed for unanticipated space needs (such as funerals); communicate with the Church Operations Manager of any needs for updating or adding resources or furniture for requested set up.

As the Facilities Associate, appropriate availability to staff and church leadership for urgent issues outside normal work hours is imperative. For this reason, the hours needed for this position will primarily be needed evening and/or weekends, as needed. The church Operations Manager will set the schedule for the Facilities Associate.