

## FACILITIES ADMINISTRATIVE ASSISTANT

### GENERAL DESCRIPTION

The Facilities Administrative Assistant provides administrative support to the Facilities Director and Facilities Managers by implementing administrative systems, procedures, and policies, and monitoring administrative projects. In addition, the Coordinator will be required to assist in set up, take down, and custodial duties as requested by the Facilities Director or Managers.

**Classification:** Non-Exempt; Hourly // **Status:** Full-Time (40 Hours/Week) // **Team:** Experience//  
**Supervisor:** James Bugg, Facilities Director

#### Work schedule:

- Generally Monday-Friday 8a to 5p, but may vary (some weekends).

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### Administrative

- Support and participate in the overall mission of the church and its implementation.
- Schedule, correspond with, and record attendance for Environment and Custodial volunteers.
- Maintain and update volunteer organizational charts.
- Provide information by answering questions, responding to inquiries, and solving administrative problems.
- Administer all calendar and meeting/event logistics for Facilities Director and Managers.
- Track budgets and organize credit card statements/receipts for Facilities Director and Managers.
- Serve as the primary My Rock Point (MRP) coordinator for Environment/Custodial and provide data input and reporting to ensure the team is current and in compliance with approved Rock Point policies and procedures.
- Serve as the liaison to the Admin Team, Communications Team, Database Team, and other centralized areas of coordination.
- Coordinate monthly luncheons and end of year party for volunteers.
- Coordinate signs and various needs with designer and printer.
- Other duties may be assigned or altered as needed by the Supervisor.

### **Custodial**

Assist the Facilities Manager to clean church facilities and furniture to maintain the highest quality environment for staff, volunteers, and guests at all times.

- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers.
- Wash walls and equipment; use ladders when required in work assignments.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing debris from sidewalks and parking lots using hand-operated tools or small power equipment.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.

### **Environment**

Assist the Facilities Manager with set up and take down of all necessary furniture, equipment, linens, and décor for events, activities, functions, and Weekend Worship services as needed.

- Create a positive work environment and attitude in an ever changing, fast past work environment; meeting the needs of ministries and changes as they occur with positivity.
- Move furniture, equipment, supplies and tools regularly.
- Coordinate and communicate with all ministry leaders regarding events and their respective needs.
- Have a high level of care when moving furniture and equipment to ensure the longevity, functionality, and aesthetics of all resources.
- Inspect all furniture and equipment to ensure a high-quality environment.

### **Safety & Security**

- Attend to emergencies when necessary.
- Enforce and support policies established by Rock Point Church.
- Support and enforce all policies, OSHA/WISHA rules, health and safety regulations and guidelines, etc.
- Attend safety meetings and other related meetings.
- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors, report any unauthorized occupants, and turn off lights.

## COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Safety & Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

## REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- High School Diploma.
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

## PREFERRED REQUIREMENTS

- Previous administrative and/or facilities experience.
- Previous experience working in a church environment.
- Previous experience in recruiting, managing and stewarding volunteers.
- Previous experience working with:
  - Microsoft Office
  - Google Suite
  - Church Community Builder

## PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, reach with hands and arms. The employee is also frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life.
- Model biblical commitment and become a covenant member of Rock Point Church.
- Model biblical family life before the body and regularly attend worship service with your family.
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values.
- Model biblical community.
- Model biblical generosity and financially support Rock Point Church.