

FACILITIES ASSISTANT MANAGER

OUR MISSION

Our Mission at Rock Point Church is to point people to Jesus by loving them like Jesus and walk alongside them to develop into a fully engaged follower of Jesus. We describe this process in just three words: **Know, Grow, Go.**

GENERAL DESCRIPTION

The Facilities Assistant Manager is primarily responsible for supporting the Facilities Managers in managing, organizing, scheduling, and completing all of Rock Point Church's custodial, environmental, grounds, and maintenance needs while also coordinating with other ministries. The position requires performance of the duties personally and through the utilization of volunteers. This position reports directly to the Facilities Manager.

Classification: Non-Exempt; Hourly // **Status:** Full-Time (40 Hours/Week) // **Team:** Environments // **Supervisor:** Facilities Manager

WORK SCHEDULE

- Monday, Thursday, Friday 7am - 4pm, Saturday 12pm - 9pm, Sunday 7am - 4pm
- Tuesday & Wednesday: Off
- Special services, including Easter, Christmas, and events, as needed

ESSENTIAL DUTIES & RESPONSIBILITIES

Administration

- Create special floor projects schedule and enter the project into PCO.
- Create and update Standard Operating Procedures for Facilities processes.
- Send out the Facilities Shifts in MS Teams.
- Contact volunteers weekly for service times confirmation.
- Order Waxie supplies.
- Maintain key and radio inventory.
- Schedule tool and furniture rental pickups.
- Perform individual and custodial team trainings.
- Oversee community service times and roster.

Custodial

Manage, organize, and complete all custodial needs of Rock Point Church. Keep all facilities, equipment, fixtures, and furniture clean and sanitary through regular custodial and janitorial servicing, making sure all users have a clean workspace and/or ministry space.

- Maintain the highest quality environment for staff, volunteers, and guests at all times.
- Follow a janitorial and maintenance schedule.
- Keep all cleaning supplies organized, labeled, and maintain adequate inventory.
- 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.
- Use and maintain assigned power equipment and hand tools including buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees, etc.
- Strip, clean, buff, and apply floor sealer and floor finish to hard surface floors; vacuum and shampoo carpets.
- Wash walls and equipment; use ladders when required in work assignment.
- 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.
- Perform basic repairs and maintenance as needed.
- Keep all tools and equipment maintained, organized, and ready to go.
- Perform walk-through inspections of campus to identify areas of improvement and perform walk-through inspections with custodial staff.

Environment

Set up and take down 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-paced work environment meeting the needs of ministries and changes as they occur with positivity.
- Coordinate with all ministry leaders regarding events and their respective needs.
- Move furniture, equipment, supplies, and tools regularly.
- 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.

Grounds

Manage and oversee grounds associates and organize and complete all grounds needs of Rock Point Church.

- Remove tall weeds from islands, retentions, at all entrances and exits, and around all walkways.
- Spray Round-Up/Diquat chemical on small weeds where needed as instructed in Scott's weed spray directions.
- Maintain irrigation drip systems on trees, bushes, and plants.
- Maintain parking bumpers: keep straight and organized.
- Maintain all trees by cutting limbs, keep tree wells free of debris, and add or remove tree pole stakes.
- Remove all debris from water retention areas.
- Maintain parking lot painted areas such as handicap areas, special needs areas, curb fire lanes, yellow caution areas, and motorcycle areas.
- 2 times a year have the entire parking lot cleaned by a sweeping company.

Volunteers

Recruit, manage, and encourage volunteers.

- We value relationships by building trust.

- Effective volunteer recruitment is essential. Must be able to create a positive God-centered serving opportunity for each volunteer, while also bringing a sense of importance to each task performed.
- Some areas have volunteer Team Leads in place. This position is responsible for overseeing the Team Lead properly while making sure they are supported and encouraged.
- Identify, recruit, train, and continue to develop new volunteer leaders.
- Quality assurance is vital to the success of our operation. Our task and frequency reporting documents assist in obtaining the five-star excellence we desire in maintaining our facility.

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 and windows, report any unauthorized occupants, turn off lights.
- Other duties may be assigned or altered as needed by the Facilities Director.

Parking

Organize and complete all parking lot needs of Rock Point Church. Ensure all events have attendants and greeters to welcome people with a warm and friendly greeting.

- Maintain the highest quality environment for staff, volunteers, and guests at all times.
- Follow the attendant and greeter responsibilities list.
- Keep all supplies organized and labeled and maintain adequate inventory.
- Clean, sweep, or pick up trash in the parking lot or tree islands as needed.
- Use and maintain assigned power equipment and hand tools, brooms, blowers, push brooms, dust pans, parking cones, A-frames, parking vests, ministry directional signs, and drink coolers.
- Perform cleaning and related activities such as removing debris from sidewalks and parking lots using hand-operated tools or small power equipment.
- Perform basic repairs and maintenance as needed.
- Keep all tools and equipment maintained, organized, and available for use.

Maintenance

- Review and assign incoming Facilities request forms.
- Complete and/or assign routine maintenance needs throughout campus.
- Follow up with requestee when job is completed.
- Review all work orders with Facilities Director.

COMPETENCIES & PERSONAL QUALIFICATIONS

To perform the job successfully, the individual should demonstrate the following which align with Rock Point's four leadership foundations: Calling, Character, Commitment, and Competency.

Calling

- **Serve** - Has the God-given passion to serve, and the unique spiritual gifting that will enable the leader to define reality, dream a desired future, and design pathways.
- **Initiative** - Asks for and offers help when needed. Has a desire for individual and professional growth and undertakes self-development activities.
- **Spiritual Health** - Has a heart-driven passion for family and for the priority of a spiritually healthy marriage, if applicable.
- **Maintain Spiritual Health** - Is willing to seek pastoral counseling when needed.

Character

- **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 acquires 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; is able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Ethics** - Treats people with respect; inspires the trust of others; works ethically and with integrity.
- **Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Attendance & Punctuality** - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.

Commitment

- **Customer Service** - Manages difficult or emotional customer situations well; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Safety & Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

Competency

- **Skills** – Develops core skills encouraged by Rock Point from *The Leadership Challenge: Being People Smart, Modeling the Way, Inspiring a Shared Vision, Challenging the Process, Enabling Others to Act, and Encouraging the Heart.*

- **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.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports Rock Point'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.

To align with Rock Point's **Core Values**, the individual should demonstrate the following personal qualifications:

- Be committed to spiritual growth.
 - **Biblical Authority** - We have no power without the power of God.
- Be relationally unified.
 - **Relationships** - We don't have to know everybody, but we need to be known by somebody.
- Be servant-hearted.
 - **People** - We are unapologetic about reaching people.
- Operate in grace and truth.
 - **Throat Punch** - We challenge each other with the right truth at the right time and in the right way.
- Have a positive can-do attitude and take initiative.
 - **Leadership** - We let leaders lead, but we don't leave them alone.
- Personable in working with staff and volunteers.
 - **Authenticity** - We care about transparency over perfection.
- Understands grace personally and lives this out through daily application.
 - **Humility** - We pursue God's Kingdom not our kingdom.
- Possess a healthy sense of humor.
 - **Fun** - We take what we do seriously, but not ourselves seriously.
- Possess an appropriate balance of leader/manager and pastor/shepherd.
 - **Effectiveness** - We are relevant, not revolutionary.

REQUIRED CRITICAL SKILLS, TRAINING, & EDUCATION

- High School Diploma
- Agrees and aligns with the vision, values, and doctrinal [Statement of Beliefs](#) of Rock Point Church.

PREFERRED QUALIFICATIONS

- Previous construction and/or custodial experience.
- Previous experience working in a church environment.

- Previous experience in recruiting, managing, and stewarding volunteers.
- Previous experience working with:
 - Microsoft 365
 - Planning Center Online

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is occasionally required to sit, use hands and fingers, handle or feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is regularly 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 (exceptions allowed on a case-by-case basis with Lead Team approval).
- Model biblical family life before the body and regularly attend worship services with your family.
- Model biblical integrity and conduct personal life in a manner consistent with Rock Point Church's core values.
- Model biblical community.
- Model biblical generosity and financially support Rock Point Church.