

FACILITIES ASSOCIATE

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 POSITION DESCRIPTION

The Facilities Associate has the primary responsibility for cleaning, maintaining, setting up, and taking down the church facilities in such a way as to present an inviting environment while also promoting health and safety by performing the duties listed below personally and through volunteers.

Classification: Non-Exempt; Hourly // **Status:** Part-Time (up to 28 Hours) // **Team:** Facilities // **Supervisor:** Facilities Manager

WORK SCHEDULE

- TBD
- Special services, including Easter, Christmas, and events, as needed

ESSENTIAL DUTIES & RESPONSIBILITIES

Volunteers

Work closely with volunteers to complete tasks as needed while directing, encouraging, and training volunteers.

- Train and demonstrate how to appropriately handle cleaners or chemicals, tools, and equipment, and how to lift, carry, and move equipment, tools, and furniture properly.

Custodial

Clean church facilities and furniture to maintain the highest quality environment for staff, volunteers, and guests at all times.

- Maintain the highest quality environment for staff, volunteers, and guests at all times.
- Follow a janitorial and maintenance schedule.
- Keep all cleaning supplies organized and 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 floor machines, burnishers, auto scrubbers, extractors, high pressure washers, vacuums, brooms, mops, and squeegees, etc.
- Strip, clean, and apply floor sealer and floor finish to hard surface floors; vacuum and shampoo carpets; burnish hard surface floors.
- 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, and launder cleaning rags and dust mops.
- Perform basic repairs and maintenance as needed.
- Keep all tools and equipment maintained, organized, and available for use.

Maintenance

Maintain and repair facilities, equipment, fixtures, and furniture through evaluation and inspection to ensure a high-quality environment.

- Perform basic repairs and maintenance as needed.
- Keep all tools and equipment secure, organized, and available for use.
- Maintain grounds including cutting grass, trimming trees and shrubs, and repairing irrigation system as needed.

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.
- 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.

Grounds

- Grounds duties may be assigned as needed by the supervisor.

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.
- Other duties may be assigned or altered as needed by the supervisor.

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 regularly required to sit, use hands and fingers, and 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 (exceptions allowed on a case-by-case basis with Lead Team approval).
- 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 Rock Point Church's core values.
- Model biblical community.
- Model biblical generosity and financially support Rock Point Church.