

# Jobs at Dallas Bible

## OUR VISION AND MISSION

Dallas Bible is a missional family that exists to love ALL and help ALL follow Jesus. We're a community marked by GRACE. It's why we're committed to leaving the confines of comfort to love a world that's grown skeptical of religion but still longs for the grace of Jesus Christ. That love is modeled by Jesus; so we strive to love with truth and grace, side by side, always.

We believe God has placed us in a vibrant community of flourishing neighborhoods on purpose, and that purpose is simple: to love all and help all follow Jesus. The invitation to "follow Jesus" is a comprehensive call that includes our worship, identity, purpose, values and thoughts; so in all we do, our hope is for Jesus to ascend and ALL to gladly follow.

This means we go beyond ourselves every day, prayerfully dependent upon Him for everything. It means we make room for ALL people while intentionally investing in a selfless, loving family that all are welcome into. It means we speak truth while giving grace. It means we love one another, go to our neighbors, pray for our co-workers, and follow Jesus in everything; all for the joy of the city and glory of God. We believe that's our calling.

## OUR COMMUNITY

Dallas Bible is a vibrant, inter-generational family of believers that loves our community and longs to see Jesus at its center. We're surrounded by flourishing neighborhoods, the best public schools in DFW, a stable economy, and an influx of young families with young kids moving into the area. We love our community and want to be a blessing!

# Facility Assistant

DALLAS  
BIBLE  
CHURCH

**Status:** Part-Time (20 hours/week; flexible schedule)

**Team:** Facility, under the direction of Facility Manager

## Job Description

The Facility Assistant addresses the maintenance, cleanliness, appearance, and security of Dallas Bible Church buildings and grounds toward the goal of presenting a well-ordered environment conducive to the services and functions of the church.

## Qualifications & Abilities

- A growing and influential relationship with Jesus.
- Commitment to the beliefs, mission, and vision of Dallas Bible Church.
- Energetic self-starter, multi-tasker, teachable spirit, team player, with a passion for organizational excellence.
- Physical ability to lift, move objects, and climb as tasks demand.
- Experience with business systems and workplace operations.
- Proficient with custodial equipment essential to an office environment.
- Ability to communicate with staff and volunteers on facility needs and use.
- Available to be on-site for events and as needed for emergencies.

## Primary Responsibilities & Tasks

- 75% of workload focuses on maintaining the cleanliness of facilities; performing weekly routine tasks associated with trash, floors, bathrooms, re-stocking, glass and surfaces, and equipment maintenance.
- 10% of workload focuses on the maintenance and repair of facilities, including: energy and electrical maintenance, painting, small construction and repairs, building inspections, HVAC, pest control, plumbing, landscaping, lighting, security, and fire systems.
- 10% of workload focuses on coordinating and setting up for weekly and special events; performing routine tasks associated with setting up tables, chairs, and AV equipment.
- 5% of workload focuses on support tasks directed by the facility manager in effort to better serve our weekday ministries and worship gatherings.

## Goals & Expectations

- Serve the ministries and vision of Dallas Bible by providing a facility infrastructure that is clean, orderly, safe, secure, and appropriate for the needs of the church body.
- Create a culture of organizational effectiveness.
- Be on time, be motivated, be supportive of staff and ministries.
- Clear communication with Facility Manager of availability and completion of task assigned.

## Interested? Next Steps

Please email a letter of interest and resume to [Jobs@DallasBible.org](mailto:Jobs@DallasBible.org).

Find out more at [DallasBible.org](http://DallasBible.org).