

Job Description: Facility Assistant

Updated 07/01/2022

Status: Part-Time, 24hours as week depending on season and need.

Potential FT opportunity available for candidates with Security Background.

Team: Support Team: reports to Facility Director & Security Specialist

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.
- Punctuality & Availability
- Energetic self-starter, multi-tasker, teachable spirit, team player
- Clear communication upline and downline to via briefings and reports on facility activities and safety concerns
- Physical ability to lift, move objects, and climb as tasks demand.
- Experience with business systems and workplace operations (email, Office 365, etc.).
- Proficient with custodial equipment essential to an office environment.
- Available to be on-site for events and as needed for emergencies.

Primary Responsibilities & Tasks

Facility

50% 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.

30% 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

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.

Security Monitoring (10% of workload)

- Observe all who enter via our main entry points on lobby.
- For any unusual persons and activities, maintain observations while notifying a Pastoral Staff or Facility personnel.
- Know contact information for fire, police, and emergency needs.
- Attend safety team meetings

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
- Be on time, be motivated, be supportive of staff and ministries
- Clear communication with Facility Manager of availability and completion of task assigned.
- Maintain work place and job function appearance.
- Weekly: debrief email from each event or shift with observations, issues, deficiencies, and corrected measures taken. Complete task/work orders assigned timely.
- Monthly: all staff trainings
- Quarterly safety trainings and facility compliance training as assigned.

Interested? Next Steps:

Please email a letter of interest with resume to jobs@dallasbible.org