**Position Description**

**Mount Vernon Baptist Church**

**Facilities Maintenance Assistants**

**Principal Function:** To serve as Assistant to the Facilities Manager to helpmaintain the physical church facility, campus, assets, and off site facilities and grounds of Mount Vernon Baptist Church.

**Primary responsibilities:** Provide general aid and support to the Mount Vernon Facilities Manager which includes but is not limited to:

1. Reporting to and serving under the supervision of the Facilities Manager
2. Keeping a work schedule which is to be agreed upon between the Facilities Manager and the
assistant (Deviations from, and permanent changes to the work schedule must be discussed and agreed upon with Facilities Manager.)
3. Being available to work during Sunday services on a rotating basis (When filling this role on assigned Sunday’s, attending a worship service while carrying a radio is expected.)
4. Carrying out routine maintenance tasks with little or no supervision
5. Using all tools, equipment and vehicles in a safe manner to prevent injury to self and others
6. Setting up/tearing down chairs, tables, and equipment in meeting and function rooms as determined by events on the church calendar

NOTE: This includes church-wide and some special events which may require some weekend or evening work hours.

1. Dressing appropriately for church atmosphere, yet with the understanding of accomplishing tasks in hot and dirty conditions
2. Being available on call (when possible) to assist with snow removal
3. Carrying out duties of the Facilities Manager in his/her absence
4. Maintaining the security of the campus facilities by safeguarding keys and access code
5. Keeping accurate time sheets which will be reviewed and approved by the Facilities Manager
6. Carrying out or assisting with other duties as assigned

*Job description was approved September 2015*