



FACILITIES ASSISTANT MANAGER 2024

1.0 FUNCTION

The Facilities Assistant Manager represents the vision and direction of the elders at North Hills by providing a safe, clean, efficient, hospitable environment for the people of NHC to worship, serve, and enjoy fellowship. The Facilities Assistant Manager must be able to represent with authentic agreement the church's positions and explain both the content and the heart in interactions with the church family and those outside the church membership in all ways required as a result of the ongoing duties of the job.

2.0 RESPONSIBILITIES

This is a full-time, salary position. Scheduling may vary by week depending on the events and activities taking place each week. Duties and responsibilities include the following:

- Be aware of the functions scheduled throughout the North Hills facility each week and be responsible for scheduling the Facilities Prep team to perform room set-up, reset, and light janitorial work as needed
- Meet weekly with the individual responsible for the reservations/event calendar to ensure set-up questions are answered and room set-up requests are set
- Provide oversight and training to the Facilities Prep Assistants to ensure work is done well and meets a level of excellence
- Send out weekly facilities lock-up schedule to NHC staff
- Participate in the execution of the weekly work plan as needed
- Be available to provide additional facilities assistance of major or non-recurring events as needed
- Maintain the cleanliness of vehicles and gas levels
- Maintain an education and awareness of best practices of cleaning for health and effectiveness
- Meet with event planners as needed to assist in understanding how their events can relate to the space available
- Participate in facilities project planning as needed
- Keep up with supply stock and ordering

3.0 FACILITIES TECH RESPONSIBILITIES (BACKUP)

- Assist with maintaining plumbing, electrical, carpentry and HVAC systems
- Assist with occasional grounds maintenance
- Operate elevator and scissor lift and other equipment as needed
- Shut down and start up the physical building utilities (main water and power shutoffs) in emergency situations

4.0 ACCOUNTABILITY

The Facilities Assistant Manager is accountable to the Facilities Manager and will report on all activities on a regular basis or as requested.