



NORTH HILLS CHURCH

FACILITIES PREP ASSISTANT 2025

1.0 FUNCTION

Facilities Prep Assistants represent 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. Facilities Prep Assistants 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 part-time, hourly position (approximately 20 hours per week depending on event activity) with the primary task of supporting the Facilities Assistant Manager and the Facilities Manager. Scheduling may vary by week depending on the events and activities taking place each week.

2.1 Perform Facilities Prep functions including, but not limited to:

- Room set up and tear down for ministry events and building functions
- Moving furniture, equipment, and materials (involves bending and lifting)
- Participating in a work plan that includes vacuuming, cleaning, mopping, emptying trash, mixing chemicals safely and maintaining cleaning equipment
- Providing backup and support, as needed, to Facilities Assistants
- Perform outdoor tasks such as window washing, pressure washing, trash removal, vehicle cleaning, digging, and raking

3.0 ACCOUNTABILITY

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

4.0 QUALIFICATIONS

- Minimum age of 16
- NHC Member or moving towards membership
- Dependable
- Physically able to lift up to 50 lbs. and perform standard janitorial tasks