



NORTH HILLS CHURCH

FACILITIES PREP ASSISTANT 2026

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) with the primary task of supporting the Facilities Team. Regular work schedule may vary, depending on the events and activities taking place.

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)
- Janitorial tasks that include vacuuming, cleaning, mopping, emptying trash, mixing chemicals safely and maintaining cleaning equipment
- Ability to operate powered cleaning equipment safely
- Perform outdoor tasks such as window washing, pressure washing, trash removal, and vehicle cleaning
- Providing backup and support, as needed, to Facilities Team
- Interface with people and represent NHC and its Facilities during Sunday Services and special events

3.0 ACCOUNTABILITY

The Facilities Prep Assistant is accountable to the Facilities Manager and receives direction from the Prep Lead.

4.0 QUALIFICATIONS

- Minimum age of 16
- NHC Member or moving towards membership
- NHC Child Safety approval required
- Physically able to lift up to 50 lbs, overhead lifting of 15 lbs, and perform standard janitorial tasks
- Ability to learn some basic computing and software tasks