Facilities Support | Full Time | Non-Exempt

Position Objective:
The Facilities Team Member helps create and maintain environments where people can encounter God without distraction. This role keeps church spaces clean, safe, and fully functional while also leading and developing a volunteer team that supports weekend services and church events. This is a hands-on position that combines direct facility care with volunteer leadership, stewarding both the environments and the people who help care for them.

Experience and Knowledge Required

- Experience in facilities, maintenance, custodial, or related field (preferred)
- Experience leading or influencing teams or volunteers (strongly preferred)
- Working knowledge of general building systems and maintenance practices
- Strong technology aptitude, with comfort learning and troubleshooting building systems, facility software, and digital tools
- Ability to use tools and equipment, or willingness to learn
- Strong organizational and communication skills
- Ability to manage multiple priorities and follow through consistently

Key Functions and Responsibilities

Facilities Care & Maintenance

- Clean and prepare indoor and outdoor environments for services, events, and weekly ministry use
- Maintain all ministry spaces, including classrooms, worship areas, and common spaces, so they are welcoming and ready
- Perform routine cleaning and high-traffic area upkeep
- Perform preventative maintenance tasks (HVAC filters, fixtures, minor repairs, etc.)
- Maintain and care for facility equipment such as lifts, hand dryers, and water heaters
- Proactively identify maintenance needs and complete repairs directly, escalating to outside vendors only when needed

Systems, Technology & Inventory

- Track inventory, order supplies, and restock spaces
- Keep maintenance logs and service records current using digital tracking tools
- Operate and troubleshoot facility technology, including building controls, door access, and security systems
- Help develop and improve processes that support consistency and efficiency
- Coordinate with staff and volunteers so work is covered and completed well

Grounds & Waste Management

- Care for outdoor areas including courtyards, walkways, and exterior spaces
- Monitor waste management needs and coordinate additional pickups when necessary

Volunteer Team Leadership

- Recruit, train, schedule, and lead Facilities volunteers for weekend services and church events
- Provide ongoing communication, encouragement, and care for team members
- Help build a culture of excellence, ownership, and teamwork
- Support individuals in taking next steps through Growth Track and Go Team

Lead Responsibility and/or Support to Other Ministries

- Leadership responsibility for Facilities volunteers and weekend environment readiness
- Set up and prepare spaces for all ministries so they are functional and ready for use
- Partner with ministry teams for events, setups, and facility-related needs
- Partner with Central Support staff to maintain consistent standards across all campuses

Personal Attributes:

- Love for God
- Love for people
- Pursues excellence that honors God and inspires people
- Enjoyable to be with, and devoted to the call of God and the Church
- Displays a high-level of hospitality, and a service-oriented attitude
- Actively participates in the life of the church including community involvement
- Supports the church through regular tithe and offerings
- Work ethic to get the job done on time

Schedule & Availability

- Requires availability for weekend services and church events
- Early mornings, evenings, or additional hours as needed based on facility or event demands
- Flexible schedule to accommodate ministry calendar and operational needs

Success Metrics:

- Facilities are consistently clean, safe, and prepared for ministry needs
- Weekend services and events run smoothly without facility-related issues
- Volunteer team is healthy, engaged, and growing in ownership
- Maintenance needs are addressed in a timely and proactive manner
- Facility technology and systems work reliably, and issues are resolved quickly
- Inventory and supply systems support operational readiness and clarity
- Strong volunteer retention and engagement within the Facilities team
- Environments reflect a consistent culture of excellence, hospitality, and care