



Fearless Family of Churches

Cultivate | Ridge Point | Third Coast

Following **Jesus** and Fearlessly Making Him Known

Position Description

Title: Grounds Facilities Assistant

Salary Level: IX

Leadership Development: Participant

Reports to: The Grounds/Facilities Assistant will report to the Third Coast Facilities Coordinator

Function: To provide skilled labor for cleaning, maintenance, and grounds work at Third Coast.

Hours: Part-time, average 16 hours weekly, including evenings and or/weekends

Responsibilities:

- Provide weekly cleaning services including floors, bathrooms, windows, and trash
- To provide preventive and corrective maintenance on equipment, buildings, and grounds at assigned locations to ensure safety to all persons and to extend the life and experience of these items
- To perform duties related to work area remodeling and repair
- To execute repairs including but not limited to plumbing, siding, roofs, electrical, and water leaks
- To perform grounds maintenance duties including lawn care, snow removal, and spreading salt around church property (with assistance from volunteer teams)
- To safely operate diesel and gasoline-powered equipment in execution of job duties
- To consult with immediate supervisor on regular basis regarding maintenance and repair needs
- To upkeep and properly monitor use of all grounds and outdoor venues
- To engage and utilize the skills and training of volunteers in all tasks and responsibilities
- Ability to move furniture, equipment, and other materials weighing up to 100 pounds
- Other duties as assigned

As a staff we value:

- **Christ In You, Then Through You:**
Be transformed by who you are in Christ in a way that moves you to transform and bring health to your relationships and environments
- **Stronger Together:**
Become stronger together by forming authentic relationships founded on trust.
- **Live The Vision:**
To embody the Ridge Point DNA in a way that fosters a culture of Kingdom minded disciple makers
- **Pray Like It Depends On God:**
Constantly engage in effective prayer for the health and direction of the ministry and the advancement of the Kingdom.
- **Work Like It Depends On Us:**
Work in such a way that God would claim it as His own.
- **Pursue Innovation and Embrace Change:**
Thinking through new ideas and risking failure so that we are continually improving.

Experience:

- Preferred minimum three years' experience in skilled and basic maintenance work for professional facilities, including cleaning, building and equipment repair and maintenance, and groundskeeping
- Demonstrated knowledge of and experience in maintenance in the fields of carpentry, electrical work, cement work, painting and minor drywall repair, plumbing and sanitation, mechanics, HVAC systems and boilers, grounds maintenance, and janitorial care
- Must be able to operate equipment in a safe and cost-effective manner
- Member or willing to complete Rooted and become a member of Third Coast Church within 6 months of employment

Having reviewed this position description, I agree that it accurately reflects my new responsibilities and understand my next performance review will be based on the above criteria.

Signature _____ Date _____