

Job description

Do you enjoy variety in your work? Is supporting and being behind the scenes more your thing? Ridge Point is looking for an individual to fill a unique role.

Function: To provide effective facility scheduling and housekeeping services to the church facilities.

Hours: Part-Time 20hrs week dayshift with some evenings/events and rotation of weekends

Responsibilities:

- Schedule the use of the facilities and event coordination for Ridge Point facility for both ministry and outside rentals
- Meet with individuals requesting the use of RPCC and help to determine event needs
- Partner with the Facilities Director to ensure the facility is ready for ministry and events (scheduling, set up/tear down, room prep, etc.)
- Partner with the campus service to ensure set up and tear down for scheduled events
- Perform housekeeping and cleaning as assigned
- Help to maintain orderliness and safety of all storage areas as needed
- Provide custodial coverage for facility usages at events as needed

Staff Values:

- ***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 Fearless 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:

- Some computer proficiency in Microsoft office
- Some customer service experience
- Member or willing to become a member of Ridge Point Church within 6 months of employment

Job Type: Part-time

Salary: \$15.00 - \$17.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Day shift
- Weekend availability

Work Location: One location

