



JOB DESCRIPTION

Assistant Facilities Team Leader-Regional Campuses

Facilities Team
Campus Operations Department

Reports To: Facilities Team Leader
Category of Employment: Support Staff, Full-Time
Payroll Status: Salaried, Exempt
Office Hours: Minimum of 40 hours per week

The mission of Savannah Christian Church is to lead people to a life-changing connection with Jesus Christ.

Job Summary

To further the mission of the Church by effectively overseeing facility management procedures specific to Custodial disciplines.

Minimum Qualifications

- 1. Experience:** Must have five (5) years of ministry related experience with programs related to facilities management.
- 2. Education:** Minimum of a bachelor's degree from an accredited college or university preferred. Consideration will be given to candidates having experience and demonstrated proficiency in field.
- 3. Knowledge, skills, and gifts:** Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Candidate must exhibit excellent leadership, organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers.
- 4. Physical Demands:**
 - a. May be called upon for lifting (up to 50 pounds), climbing, pulling, bending, carrying, and pushing as needed to set up activities and events.
 - b. Operation of church vehicles

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of SCC, including the SCC Statement of Faith.
3. Supports and adheres to the SCC Policies and Procedures Handbook.
4. Must be an active, participating member of Savannah Christian Church or another Bible-believing church.

Duties and Responsibilities (Essentials)

1. General staff responsibilities:
 - Provide leadership in meeting team/ministry goals, and objectives and provide organizational structure for the Regional Facilities Team.
 - Monitor individual team member tactics supportive of the ministry goals.
 - Serve as a mentor to staff within the team to ensure cohesive team performance.
 - Supervise, train, equip, and evaluate all staff of the Regional Facilities Team.
 - Recruit, train, schedule, equip, and supervise volunteers for the ministry.
 - Responsible for preparation and administration of budgets; maintains and monitors appropriate budgetary controls.
 - Facilitate open lines of communication between members of team.
 - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events

1. Specific ministry duties and responsibilities:
 - Must perform and supervise others in the following tasks listed below.
 - Custodial Responsibilities
 - "Building recovery" after all services and events in preparations for next scheduled service to include but not limited to.
 - ◇ All floors, furniture, window sills, walls, restrooms, and glass must be kept clean and dust free.
 - ◇ All trash must be emptied.
 - ◇ Responsible for knowing which rooms are in use and when, in order to clean after use.
 - ◇ The outside of the building must be maintained; e.g. replace light bulbs, clean glass, trash, etc.
 - Weekly cleaning of all floors to include:
 - ◇ Routine carpet cleaning.
 - ◇ Sweeping, mopping, waxing, and polishing of floors.
 - ◇ Prioritize and focus on major traffic areas.
 - Maintenance Responsibilities
 - Keep list of needed repairs.
 - Complete needed repairs according to abilities; e.g. changing light bulbs, etc.
 - Coordinator with Facility Team Leader for repair of items outside of abilities.
 - Assess quality of work by outside contractors and coordinate with Facility Team Leader to arrange payment.
 - Preventative maintenance, equipment repair and maintenance, painting, and carpet repair.
 - Group and Special Events
 - Work with the Administrative Assistant to Facilities to coordinate and schedule the use of rooms, facilities and church owned equipment.
 - Assist in the set-up and clean-up of meetings, events, etc. with various parties.
 - Note if facilities are returned to proper order after an event; e.g. cleanliness, doors locked, thermostats reset, etc.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

Revised 03-29-2010