

Montgomery Community Church Position Description

<i>Title:</i>	Facilities Assistant Director
<i>Classification:</i>	Part-Time, Non-Exempt, Up to 24 hrs/wk
<i>Benefits:</i>	As indicated in the Employee Handbook
<i>Purpose:</i>	The Facilities Assistant Director supports the care, cleanliness, safety, and overall functionality of MCC's buildings and grounds through room set-up, cleaning coordination, maintenance support, campus security, and proactive identification of facility needs.

Responsibilities:

- 1) Perform routine building and grounds maintenance, including minor repairs and seasonal projects.
- 2) Support and coordinate with contracted cleaning and grounds services.
- 3) Set up and tear down rooms for weekly services, ministry activities, and special events.
- 4) Monitor room scheduling and coordinate changes with ministry teams as needed.
- 5) Align door access and HVAC systems with event schedules.
- 6) Maintain high standards of cleanliness throughout facilities following established guidelines.
- 7) Safely operate and maintain cleaning equipment.
- 8) Ensure campus safety by locking/unlocking facilities and responding to alarm notifications as needed.
- 9) Proactively identify and report maintenance, safety, or repair needs to the Facilities Director.
- 10) Provide excellent customer service while supporting MCC's mission.
- 11) Other duties as assigned.

Performance Expectations:

- 1) Excellent customer service.
- 2) Efficiently and thoroughly cleans buildings with attention to detail.
- 3) Performs maintenance and grounds assignments in a timely and high-quality manner.
- 4) Takes initiative to maintain the facilities and grounds in good order while keeping the supervisor informed as needed.

Qualifications:

- 1) Experience in facility cleaning, maintenance, or grounds work preferred.
- 2) Ability to lift up to 75 pounds and perform physical tasks as required.
- 3) Demonstrates initiative, reliability, flexibility, and attention to detail.
- 4) Willingness to follow direction with a positive, teachable attitude and servant heart.
- 5) Successfully completes background check and driver authorization; aligned with MCC's Vision, Mission, and Values.
- 6) Must be available to work Friday and Saturday.

Reports to: Facilities Director