

FACILITY SERVICES ASSOCIATE



Job Description

Part-time, non-exempt. Reports to the Director of Ministry Services.

Facilities Services Associate oversees and is responsible for assisting in facility related needs with a hospitality focus and security of the building.

JOB RESPONSIBILITIES

1. Execute incoming and outgoing shift procedures.
2. Report building maintenance issues via eSPACE.
3. Walk the building to observe space and events. (Limited sitting in the chair at the desk.)
4. Serve event leaders and guests if needed. Document and report any actions or interactions that may need further attention.
5. Utilize the following software tools.
 - eSPACE: Event schedules and entering building maintenance issues
 - Envirotrol: Doors and HVAC
 - Google applications (Gmail, Google Calendar, Google Drive, etc.)
 - Church Management Software
 - Pray.org Web site
 - Paycom
6. Understand, address and report issues related to elevators, fire alarm panel, main water shut offs, water leaks, power loss, kitchen appliance use, and audio/visual equipment.
7. Be prepared to appropriately respond in emergency situations.
8. Assist facilities team with event set-up, linens, and cleaning.
9. Assist groups with minor setup needs.
10. Serve as a hospitable representative of the church to the public.
11. Exude the love of Jesus to all guests and be prepared to share the gospel and mission of Providence when appropriate.
12. Perform other duties as assigned.

COMPETENCIES AND EXPECTATIONS

1. Passion for the mission of Providence and agreement with the Statement of Faith
2. Growing relationship with Jesus Christ evidenced by action, attitude, and behavior.
3. Reliable, trustworthy, self-starter, and excellent at following through on details.

4. Possess the ability to use appropriate judgement, discretion, sensitivity, and confidentiality.
5. Must be able to lift up to 50lbs.
6. Must be fluent in English.

APPLY

Visit pray.org/apply and fill out the application.