



<b>Job Title:</b> Facilities Assistant	<b>Reports to:</b> Facilities
<b>Department:</b> Operations	<b>Job Grade:</b> Part Time / 20 Hours

**PURPOSE**

To care for and maintain the facilities of Riverside Church.

**RESPONSIBILITIES AND DUTIES:**

- Conduct routine inspections of premises and equipment
- Perform preventative maintenance
- Handle basic repairs and maintenance
- Repair machines, equipment, or structures as necessary
- Perform upkeep tasks such as repairs and cleaning.
- Apply basic fixes to building systems
- Ensure facilities are tidy and functional.
- Assist with set up/tear down of church functions
- Must possess manual dexterity and physical stamina

**CLASSIFICATION:** Part Time, Temporary

**HOURS:** 20 per week

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.