

Position Title: Facilities Associate – Pellissippi Campus

Employment Status: Support Staff, Non-Exempt
Time Requirements: Full-time, 40 hours per week
Reports to: First Impressions / Facilities Director
Last Updated: September 2015

Job Summary

The Facilities Associate is responsible for the support functions of the Facilities Department at the Pellissippi Campus. This position requires an individual that is willing to do whatever it takes to create a standard of excellence for the facilities. This can include lifting heavy objects (75lbs), driving a truck, driving a scissor lift and just generally getting dirty.

This role requires flexibility in scheduling as each week could be different. The Facilities Associate must be available weekdays, weeknights and/or weekends up to 40 hours per week.

Primary Responsibilities

Responsibilities may include but are not limited to the following items:

- Perform Periodic Maintenance
 - Schedule and perform maintenance of the facilities and equipment
 - Ensure we are maintaining equipment in accordance with maintenance guidelines
- Ensure the Facilities are Prepared for Events
 - Consistently walk the property and prepare facilities and grounds for upcoming services or events
 - Use the Faith Promise truck to pick up / deliver equipment
 - Utilize a scissor lift to change lights and repair items
 - Setup tables and chairs for events as needed
- Support Ministry Areas
 - Monitor and respond to support requests from the various ministries
 - Help to create solutions that both promote good stewardship of the facilities and effective ministry across departments
- Assist in Recruiting and Leading Volunteers
 - Assist the First Impressions / Facilities Director in identifying and recruiting volunteers to complete required tasks
 - Consistently identify items that could be completed by volunteers and empower them to complete the work
- Perform all other duties assigned by the Senior Pastor, Executive Pastor, CFO and First Impressions/Facilities Director

*If interested, please send a resume to Mallory Ellis at mallorye@faithpromise.org