

Facilities Support

This position may be either full or part-time, depending on applicant experience and availability.

Willamette Christian Church is a thriving 59-year-old church family situated physically in the southwest Portland area. We are a caring community that loves God, loves people and serves the world. We regularly serve around 2000 people via four Sunday services and we anticipate continued growth as we seek to honor God in our worship and teaching. We seek to always provide a healthy environment for families to become more fully devoted followers of Christ.

We are looking for a Facilities Support assistant to join our exceptional team. Facilities Support's primary responsibility is to keep the facility ready to use for weekend services, events and weekday activities.. This individual must demonstrate a deep commitment to Christ and be an exceptional fit with the culture of the organization.

DESIRED ATTRIBUTES AND CHARACTER QUALITIES

Christ-honoring Character – Demonstrates character traits such as humility, gratitude, integrity, generosity, wholeness, and courage. Must be a good role model, displaying overall wisdom and maturity; has a stable, healthy personal life. Willing to become a member of Willamette and work under the direction of the elders and senior staff.

Exceptional Customer Service Skills – Exudes warmth, friendliness, and empathy; goes out of the way to make everyone they encounter feel valued and well-supported.

Effective Communication Skills – Has strong communication skills, both written and verbal; able to articulate the vision and values of Willamette, and handle conflicts that arise in a biblical manner.

Self-Starter – Self-motivated, with a love of learning and ability to dig in and figure things out on their own. Excellent time management skills and ability to work independently, making good, well-informed decisions with little or no supervision.

Physical Requirements - Must be able to lift 50 to 75 lbs, and perform in a very mobile role.

Critical Thinking Skills - Must be a good problem solver and intuitive thinker, with the ability to take initiative to anticipate potential problems.

To APPLY

If this opportunity is of interest and you meet the minimum qualifications, please forward the following:

- * Current resume detailing your experience relevant to this role
- * Cover letter with summary of experience and response to the following questions:
 - What motivated you to consider this role?
 - What is your interest in leaving your current position and/or why are you seeking a new opportunity?
 - What specific gifts and strengths would you bring to WCC?
- * 3-5 professional references (people you have reported to and/or worked closely with)

For consideration, please email the above documents to paulf@willamette.cc. Please include "Facilities Support" in the subject line. Your information will be reviewed, and if your experience matches our needs you will be contacted to discuss next steps.

Job Profile

Title: Facilities Support, Willamette Christian Church

Directly reports to: Facilities Manager

RESPONSIBILITIES:

Facilities Support's primary responsibility is to keep the facility ready to use for weekend services, events and weekday activities. This may include, but is not limited to, tasks such as:

- Empty trash in all rooms on Monday and Friday and as necessary during the week.
- Vacuum carpets on Monday and Friday. Spot clean as needed. Steam clean rooms as needed or on a rotating schedule.
- Wipe counters in restrooms during the week.
- Maintain and report on inventory of building supplies.
- Maintain cleanliness of gym; includes floor, walls, stage.
- Help maintain landscape, watering, pond, parking lot, walkways.
- Ensure rooms and equipment are ready for groups using our building; monitor that resources are returned to storage areas when events are completed.
- Help maintain the best usage of space through cleaning and moving equipment as deemed necessary.
- Basic maintenance in building, including paint updates, wall patches, furniture assembly, etc.
- Work with volunteers as needed to accomplish larger projects.
- Help maintain kitchen standards by helping the kitchen team as needed.
- Work with other Facility Support to learn correct procedure for maintenance projects.
- Assist in leading chair setup as necessary.
- Help maintain building cleanliness between Sunday services.
- Assist with special events or classes as needed.
- Learn the sound systems and be on call to help with events or weekly ministries as needed.
- Other duties as assigned.