

Title:	Facility Assistant
Reports To:	Facility Director
Status:	Adjunct (8 hours/week), Non-exempt
Schedule:	Friday evenings and Saturday afternoons (if available) Wednesday afternoon team meeting
Value to the Team:	As an integral member of our team, you enable ministries to flourish by keeping Blackhawk facilities welcoming, clean, and safe.

Responsibilities

➤ Blackhawk Buildings & Spaces

ROOM RESERVATIONS

- Setup and take-down rooms according to the schedule.
- Ensure spaces are clean, orderly, and prepared for ministry functions.
- Fulfill special requests or additions while spaces are in use and events in progress.
- Communicate with the Facility Team to ensure efficient workflow and hand-off between shifts.
- After an event is complete, note and share changes made to the space(s) and/or equipment.

CUSTODIAL & BUILDING MAINTENANCE

- Conduct a daily building walk-through to ensure a standard of excellence is maintained.
- Complete daily, weekly, and quarterly custodial duties.
- As assigned, complete work orders related to repairs and maintenance.

SECURITY

- Monitor facility and grounds for potential hazards or threats. Respond to emergencies as needed.
- Monitor doors and locks to maintain appropriate security based on building usage.

CUSTOMER SERVICE

- Be the first point of contact for immediate Facility needs.
- Maintain an awareness of planned events and be prepared to interface with guests.
- When on duty, monitor and attend the After-Hours Facilities Help Line.

➤ Teamwork

- Serve as an active member of the Facility Team.
- Other duties as assigned.

Qualifications & Skills

Stable, growing disciple of Jesus Christ, committed to the values of Blackhawk Church

Exhibits a spirit of joy and helpfulness, with excellent customer service skills

Able to set priorities and handle multiple tasks, as well as anticipate needs and initiate change

Competence in reading and speaking English

Comfortable with Microsoft Office

Values serving in a multigenerational, multicultural ministry setting

Physical Expectations | Facility Team roles at Blackhawk are physical in nature, including but not limited to:

- Repeatedly lifting and moving items weighing up to 50 lbs.

- Completing general repairs and maintenance that could involve actions such as lifting, stacking, climbing a ladder, standing on a ladder, and handling motorized equipment for an extended period.
- Being physically active (walking, lifting, cleaning, doing repair/maintenance, completing setups) and/or standing for most (and potentially all) of an 8-hour shift.

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

*Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just doing the job but *thriving* in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.*

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

To apply, visit blackhawk.church/jobs.