

Title:	Facilities
Reports To:	Facility Director
Status:	Full- or part-time (20-40 hours/week, based on applicant inquiry), Non-exempt
Schedule:	to be determined through collaboration with applicant and Blackhawk
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 reserved purpose.
- 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 to the after-hours facilities phone 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

Detail oriented and able to set priorities, handle multiple tasks, and anticipate needs

Enjoys the behind-the-scenes work of helping events run smoothly

Values helping our buildings stay clean and ready for events

Exhibits a calm demeanor in uncertainty

Comfortable with Microsoft Office, and a willingness to learn building software systems

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.