Job Description

Facilities Assistant

Job Summary: To function as a Facilities Assistant for RiverGate Church in the upkeep and maintenance of the RiverGate Church structural facility. This includes, but is not limited to the cleaning, janitorial, setup. maintenance, and upkeep of the facility.

The purpose of this position is to manage and care for the facility as the "House of the Lord" as it serves as worship center, office and outreach center for the greater Tulsa area.

Job Duties: A general outline of the Facilities Assistant duties is as follows:

- Primary duty is to clean the entire facility on a scheduled basis including sanctuary, classrooms, office areas, bathrooms, and unused portions of the facility.
    - Vacuum/shampoo carpeted floors, sterilize rooms, wash windows and launder needed items.
    - Thoroughly clean bathrooms, offices and classrooms.
    - Touch-up cleaning of café (tables and chairs) on Thursdays.
- Additional duties as needed:
    - Help Facility Manager maintain outside parking lot and remove trash from the facility grounds and disposed of it properly.
    - Assist Facility Manager with set-up and teardown of furniture and fixtures for specific events, classes, etc.
    - Assist volunteers and third-party service personnel as necessary.
    - Perform turnovers for special events and services.
    - Assist on work orders forwarded to the Facilities Department.
    - Work with Facility Manager in a supportive and reliable manner.
    - Perform other duties as assigned.
    - Wash windows.
    - Clean the Sanctuary, fold the used modesty cloth, and vacuum the room etc. to make ready for the next service.
    - Assist the Facility Manage do other chores as needed.
    - Assist set up events or clean up after events.
    - May include doing turnovers on Sunday and after Special Events.
    - Trim trees and pick up trash outside.
    - Mopping in your areas of cleaning
    - This position covers the Facility Manager while they are on vacation, usually just their cleaning portion.

Working Relationships:

Responsible to: Facility Manager
Works closely with: Pastors and professional staff of RGC

Gifts Required:

Service	Discernment
Hospitality	Administration
Humble Heart	

Skills Required:

People and communication	General household cleaning
Good physical stamina and strength	Able to plan details for events

Time Required: Part-Time, 20 to 30 hours per week. May require some evening or early morning responsibilities.

Length of Service: Indefinite

Training and Development: Knowledge of cleaning products and various cleaning techniques

Comments: This position requires cooperation, wisdom, discernment, and the ability to be flexible in fluid situations. This position will require multitasking skills.