



July 15, 2024

Job Description: Facility Assistant

Reports to: Operations Director

3-17+ Hrs /week, Various Shifts, Some flexible hours

Overview: The Facility Assistant will work in coordination with the Administrative Support Team. They will receive weekly duties and communications from the Support Team Lead or their delegate while reporting to the Operations Director for all other purposes.

This position will be part-time with a minimum of 3 hours per week with a high possibility of extra shifts and longer hours that will arise during any given week.

The number and time of hours and shifts will vary from week to week as the needs of the facility for setups, rental supports and other facility duties change within a dynamic environment. This will provide opportunity for both set scheduled duties and “flexible” schedule duties. We expect the minimum number of overall hours to grow in the near future as SGAC facility usage is continuing to grow at a steady pace.

Description-Duties will include, but will not be limited to:

Ministry Setups (35%)- Prepare various spaces for use by ministry groups including Sunday Gym overflow setup and Sanctuary chair reset to template weekly. Other various ministry setups and teardowns with as required. Setups and teardowns may involve tables, chairs, A/V equipment, whiteboards or other presentation equipment, and light cleaning duties such as vacuuming a space if needed to prepare the space for the next user group in between normal custodial services.

Rental Facilitating and Setups (50%)- Prepare various spaces for use by community rental groups. Be available to unlock and provide security for SGAC while outside users are in the building. Act as an ambassador for SGAC values and community by being the contact point for community rental groups requiring assistance during their rental or in building relationships with user groups. Provide maintenance cleaning for longer events that may need garbage’s emptied, spills cleaned up, or bathrooms touched up. Some events may require a floor area to be swept/dry-mopped/vacuumed before or after the event. Rental setups and teardowns may involve tables, chairs, A/V equipment, whiteboards or other presentation equipment.

Other Facility Assistance Duties (15%)- Be prepared to assist in other facility needs as needed or as the position and hours grow. This could include light duties such as: Painting, organizing storage, grounds maintenance, assisting with building security needs, or additional cleaning duties.

Qualifications & Experience: This position seeks candidates that bring a servant heart, good communication skills over text and email, and the ability to interact in a positive way with all facility user groups including ministry and rental users while representing the values of SGAC. Additionally, this position will require a flexible time schedule, attention to detail and the ability to lift heavy objects. Knowledge of the SGAC Facilities and ministry needs is an asset.