

<b>Title:</b>	<b>Facility Assistant</b>
Reports To:	Facility Director
Status:	Full-time (40 hours per week), Non-exempt
Work Schedule:	Friday, Saturday, Sunday, Monday 12-10 pm <i>Potential flexibility in work hours for qualified candidates</i> <i>Flexibility to have up to 4 weekends off per year</i>
Value to the Team:	You ensure Blackhawk Brader Way's facility is a welcoming, clean and safe environment that is prepared for the variety of groups and events we open our doors to. As an important member of our team, you're both the person who works behind-the-scenes and you're the friendly face who provides customer service.

## Responsibilities

- **Ensure smooth implementation of 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, as well as hand-offs of setups and work orders between shifts.
  - After an event is complete, note changes made to the space(s) and/or equipment to ensure improved future service.
- **Complete general custodial and security duties**
  - Conduct a daily building walk-through to ensure a standard of excellence is maintained.
  - Complete daily, weekly and quarterly cleaning schedules.
  - Secure the building in the evening by locking all doors and arming the security system.
  - Be familiar with emergency procedures and implement them when necessary.
- **Maintain a high standard of 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.

## Qualifications

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  
 Self-initiator, responsible, flexible, problem-solver, team player, teachable  
 Positive and solution-oriented  
 Able to anticipate needs and initiate change  
 Comfortable with Microsoft Office

## 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.*