



## Job Description

**Position Title:** Facilities Support  
**Reports To:** Facilities Director  
**Revised:** 06.01.2020

**Department:** Facilities  
**Status:** Full-Time  
**Campus:** Dover

### Primary Purpose

The Facilities Support team member seeks to see lives changed, and ultimately lead people to realize and reach their full potential in Jesus Christ by working as part of the facilities team to ensure the facility is clean, safe, and welcoming.

### Key Result Areas

- Perform daily housekeeping, including cleaning restrooms, classrooms, and other spaces as well as cleaning up accidents as needed
- Ensure that rooms are properly set up & torn down for events and weekly use
- Perform building “shut down” if on the late or weekend shift
- Track and report maintenance issues in a timely manner
- Attend and participate in required meetings.
- Other duties as assigned

### Position Requirements

Supervisory:

- Lead volunteers

Knowledge/Skills/Abilities:

- Attention to details/follow-through
- Ability to communicate clearly and concisely
- General understanding of facilities maintenance.
- Able to ask questions for understanding and advancement of ideas/concepts
- Maintain confidentiality
- Coachable and takes direction well
- Able to work independently, as well as with a team.
- Computer Literate
- Basic familiarity with MS Word, Excel, and Outlook
- Able to work on multiple projects at once.
- Able to work with other NPCC departments to help execute projects.
- Must be willing to work evenings and weekends.

### Qualifications

Education: High School Diploma or equivalent

Experience: Minimum 1 year work or volunteer experience in this field

### Physical Activities/Requirements

- Must be able to lift 30 pounds
- Must be able to work standing up for 9 hours per day
- Must be able to work on a ladder up to 12 feet high

**Personal and Spiritual Requirements**

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle, which includes refraining from tobacco use
- Models standards and expectations of leaders within NewPointe, including . . .
  - Partnership
  - Tithe (within 3 months)
  - Participate in authentic community (meaningful accountability)
  - Regular attendance at all NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

**ACKNOWLEDGMENT**

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

---

Applicant Signature/Date

---

Management Signature/Date