

Facilities Associate

The Facilities Associate is responsible for assisting in the facilities department with the day to day operations of the assigned buildings of Bell Shoals Church.

Location: Brandon Campus

Hours: 25-32 hours per week

Reports to: Director of Facilities

Responsibilities:

1. Unlock/disarm and secure/alarm rooms/building as needed.
2. Set-Up/Teardown various rooms across campus on a daily basis.
3. Monitor all rooms and notify supervisor of any discrepancies.
4. Sort and move various packages/boxes for office deliveries as need.
5. Assisting with projects and other light facilities functions

Qualifications:

1. Must be available to work early hours (6:00AM)
2. Must be available to work weekends (mostly Sunday mornings)
3. Must be able to be flexible in assignments and support last minute changes
4. Any trade experience would be helpful but not necessary
5. Be able to lift 50 pounds and perform physical activities