



## Job Description

**Position:** Facilities Assistant, Naperville & Bolingbrook Campuses – TBD

**Reports to:** Facilities Ministry Support Manager – Jon Borchardt

**Schedule:** Part-time (1,050 hours per fiscal year) / Hourly, Non-Exempt  
Some weekends may be required.

### Employment

**Classification:** Administrator/Assistant (A)

### Role Overview:

The Facilities Assistant role is responsible for overseeing the work performed by Facilities Workers at the Naperville and Bolingbrook Campuses. This role will directly supervise those workers as well as assist with needed tasks. Each week may require a slightly different schedule.

### Responsibilities:

- Be the liaison between campus staff and facilities team members. Campus staff will communicate all cleaning/set up concerns directly to the Facilities Support Staff Assistant Manager so that it can be addressed with the team.
- Perform surprise inspections at campuses during work shifts to check on employee productivity and quality of work.
- Must be available to attend/oversee special events.
- Find substitutions if an employee calls off work.
- May be required to cover a shift in the event of a “last minute” call off by an employee.
- May be needed to assist in performing janitorial services including vacuuming, dusting, mopping, emptying trash receptacles, wiping windows, and operation of floor scrubbing machine.
- May be needed to prepare campus Worship Center, classrooms, and meeting rooms in advance of scheduled events according to the requirements requested in the reservation system. This includes but is not limited to setting up the requested number of tables and chairs in the requested configuration.
- Respond to employee questions/concerns while they are working their shifts.
- Serious issues will be brought up to the Facilities Ministry Support Manager for direction/decision making.
- Must be a team player that is comfortable with and has the talent/wisdom to coach High School age staff members.

### Additional Requirements:

- Attend weekly meetings with Facilities Ministry Support Manger at the 95th Street Offices.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.
- Must be at least 21 years of age.
- Must be able to lift 50 pounds.
- Basic Understanding of Facilities and church operations a plus.