



Job Description

Position: Maintenance Assistant – TBD

Reports to: Facilities Ministry Support Manager– Jon Borchardt

Schedule: Part-time (1,200 hours per fiscal year) / Hourly, Non-Exempt
Some weekends may be required.

Work may be required at any of The Compass Church's four campuses (Naperville, South Naperville, Wheaton, Bolingbrook)

Employment

Classification: Administrator/Assistant (A)

Responsibilities:

- Completes maintenance tasks assigned by Facilities Ministry Support Manager including but not limited to electrical, plumbing, drywall repair, and painting.
- Makes him/herself available during services and special events for unforeseen needs as they occur.
- Interfaces with campus staff, volunteers, and attendees to resolve matters affecting safety, cleanliness, and comfort.
- Has basic knowledge of the operation of mechanical systems (The Compass will provide training) and equipment as required to support facility needs, including but not limited to:
 - Heating/air conditioning
 - Utilities including interior and exterior lighting
 - Life safety and security, including monitoring fire, sprinkler systems and locking exterior doors before leaving the building.
- Accountable for all expenses on church credit card. Responsible for submitting all receipts, monthly Chase Credit Card Statement and monthly Credit Card Expense Form with supervisor signature to the Finance Department.

Additional Requirements:

- Attend weekly campus/ministry staff meetings if needed.
- Attend monthly All-Staff meetings if needed.
- 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 able to lift up to 50 pounds.