

Job Description

Position Title **Facilities Team Member Grace Chapel – Lexington Campus (primarily) – Full-time**

Purpose of Position Grace Chapel’s Facilities Department exists to support the multi-site ministry of Grace Chapel – its members, guests, buildings, and properties. Our goal is to provide a clean, safe, distraction free, and caring environment. As the “on call” staff person, this team member must be knowledgeable about the buildings, its systems, and idiosyncrasies.

Candidate Attributes In order to be effective in this role, a successful candidate will possess many of the following core gifts or passions:

1. A self-starter.
2. A “can do” responsive attitude; willingness and ability to do what is asked.
3. Collaborative, flexible, and teachable approach to the job.
4. Ability to work alone as well as part of a team.
5. Productive working relationship with Facilities staff.
6. Strong internal and external communication skills.
7. Working knowledge of computers for Outlook (mail and calendar), Word, Excel, and ACS.
8. Good personal presentation.
9. Reasonably physically fit so as to be able to safely climb step ladders and lift materials up to 75#.

Key Working Relationships The Facilities Team Member will report to the Facilities Manager (who reports to the Director of Facilities) and will interact with volunteer leaders and members of all ministries and campuses. Candidate will attend and contribute to Department meetings and Staff Chapel.

Core Duties

Responsibilities include, but are not limited to:

1. Setting up meeting rooms per room requisition notes (tables, chairs).
2. Cleaning (vacuuming, bathrooms).
3. Noticing things that are broken or need attention; remedy or report them.
4. Having knowledge of fire and safety procedures and able to execute them.
5. Operating HVAC system (once trained) to adjust as needed.

Hours and Compensation

1. The work schedule for this position is to be determined.
2. On occasion, may be asked to work additional days outside the normal schedule to support large church or rental events.
3. Work involves multiple campuses; may be assigned projects outside of the Lexington campus.
4. Hourly rate based on experience.
5. Full benefit package.

Submission Process

If after prayerful consideration you would like to be considered for this position, then we invite you to join in the application process. We have intentionally kept the requested submission brief to allow well-qualified people to participate easily.

Please submit the following in electronic format only to resumes@grace.org. No phone calls please.

1. Current resume.
2. Cover letter briefly describing your faith background and the reason for your interest in this particular position.

You will receive an email confirming our receipt of your submission.
