



**Job Title:** Facilities & Support Services Assistant

**Reports to:** Facilities Manager

**Status:** Exempt/Salaried Full Time

**Prepared By/Date:** Derek Walden - 6/29/2021

**Approved By/Date:** Michelle Ravan - 7/12/2021

### **Position Description**

Assists with the operations of the physical buildings.

### **Organization Status**

This position reports to the Facilities Manager.

### **Working Relationships**

Work with the facility personnel, pastors, teachers, and volunteers to achieve the objectives of East Cooper Baptist Church, Palmetto Christian Academy & Campus Outreach.

### **Roles and Responsibilities**

Assists the building and grounds maintenance employees, contractors and volunteers with room set-up and tear-down; room & equipment cleaning; minor painting and repairs; etc.

### **Qualifications and Requirements**

- A passionate love for the Lord and a desire to serve in support ministries
- A willingness to work hard in support of the church, school, and related ministries
- Flexibility in working hours that sometimes includes evenings and weekends
- Must be able to lift 50lbs

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.