



Facilities Associate

The Grove's Facilities team is a vital part of keeping our church running efficiently. The Facilities Associate works closely with our Facilities Supervisor and the entire Grove team, to ensure that all areas of the church are presentable, set-up, and ready to go for every regular church service as well as any other events that are held at The Grove.

Reports to: Facilities Supervisor
Works with: Staff and Volunteers
Works: Part time, Hourly, Non-Exempt

Maintenance – 95%

- Set up and clear areas for scheduled events.
- Clean up during and after events.
- Monitor restroom paper and soap supplies during services and events.
- Vacuum and clean carpets.
- Clean exterior meeting areas.
- Set up "Welcome" flags at each entrance.
- Set up and break down bookstore displays.
- Place event directional signage in appropriate locations.
- Clean windows.

Other – 5%

- Join church all-staff meetings and devotions when available.
- Attend any mandatory Facilities trainings.
- Model Biblical principles in interactions with staff, church attendees, and event attendees.

*Before submitting a resume and cover letter, please read The Grove's **Statement of Faith**. All applicants confirm they have reviewed and are in full agreement with each part of the Statement of Faith. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith.*