



Job Description

Position Title: Interior Facilities Support

Reports To: Director of Facilities

Revised: 05.28.2025

Department: Facilities

Status: Part-Time, hourly

Campus: Dover

Primary Purpose

The Facilities Support team member seeks to see lives changed, and ultimately inspire people to follow Jesus, by working as part of the facilities team to ensure the facility is clean, safe, and tidy.

Essential Functions/Key Result Areas

- Recruit, develop, equip, empower, and care for facilities volunteer teams.
- Perform daily housekeeping, including cleaning restrooms, classrooms, and other spaces as well as cleaning up accidents as needed
- Keep environments clean, safe, and tidy during weekend services and special events
- Ensure that rooms are properly set up & torn down for events and weekly use
- Track and report maintenance issues in a timely manner
- Other duties as assigned

Position Requirements

Supervisory:

- Lead volunteers

Knowledge/Skills/Abilities:

- Attention to details/follow-through
- Ability to communicate clearly and concisely
- General understanding of facilities maintenance.
- Able to ask questions for understanding and advancement of ideas/concepts
- Maintain confidentiality
- Coachable and takes direction well
- Able to work independently, as well as with a team.
- Computer Literate
- Basic familiarity with MS Word, Excel, and Outlook
- Able to work on multiple projects at once.
- Able to work with other NPCC departments to help execute projects.
- Must be willing to work evenings and weekends.
- Properly complete weekly facilities checklists

Qualifications

Education: High School Diploma or equivalent

Experience: Minimum 1 year work or volunteer experience in this field

Physical Activities/Requirements (with or without accommodation)

- Ability to move throughout the facility
- Must be able to lift 30 pounds
- Must be able to work standing up for 8 hours per day

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including . . .
 - Partnership
 - Tithe (within 3 months)
 - Participate in authentic community (meaningful accountability)
 - Regular attendance at all NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date