

Properties Assistant

STAPLES MILL ROAD BAPTIST CHURCH | GLEN ALLEN, VA

PURPOSE OF THIS POSITION:

The Properties Assistant is responsible to implement ongoing maintenance and improvements of SMRBC properties and equipment as well as to provide general assistance to the ministries of the church.

QUALIFICATIONS:

- A growing and vibrant relationship with Jesus Christ.
- Agreement with the doctrinal beliefs and mission of Staples Mill Road Baptist Church.
- Good interpersonal skills, including the ability to work well with staff and members.
- Knowledge, experience, and skill with light handyman duties including minor carpentry and minor mechanical, plumbing, and/or electrical repairs.
- Physical ability to move heavy loads and set up and tear down furniture and equipment.
- Good work habits, including attention to detail, organization, and maintaining clean working areas.
- Flexible schedule that allows regular weekly hours while still responding to off-hours needs as they arise.
- Willingness to perform a variety of tasks, from simple cleaning needs to more complex building projects, according to request and instruction.
- Be a member in good standing at SMRBC or a local sister church.

HOURS:

- This is an hourly position with up to 15 hours a week. Hours will be tracked with a clock-in/clock-out system either onsite or through a phone app. Weeks over 15 hours can be approved by supervising Pastor.
- 2 to 3 days of regular hours should be set in a week during church office hours, such as Tues/Thurs from 8 AM – 12 PM, or Mon/Wed/Fri from 9-12. These hours should be set in advance but can be adjusted as needed in coordination the supervising pastor.
- The remainder of the hours can be flexible, as needed to meet vendors or complete tasks.
- Flexibility to put in hours on evenings or weekends is helpful to meet needs for events.

EXPERIENCE PREFERRED:

Commercial maintenance or general contractor experience preferred. Specific experience with light plumbing, carpentry, lighting, HVAC, or similar trades is expected.

RESPONSIBILITIES:

- Respond to maintenance and improvement requests for HVAC, plumbing, lighting, electrical, appliance, and architectural/structural repairs and improvements. Follow Properties Committee guidelines regarding purchasing, quotes, and approvals in order to:
 - Note failures or issues and perform basic troubleshooting and diagnosis.
 - Coordinate with supervising staff for notes, details, or further instructions.
 - Alert the properties committee and/or appropriate church staff to problems and status of repairs.
 - Perform fixes as appropriate, or coordinate with Operations Administrator to contact and coordinate vendors for maintenance and repairs as necessary.
- Maintain a detailed searchable digital log of building issues and repairs.
- Perform weekly, monthly, or quarterly cleaning or maintenance needs as instructed, such as carpet cleaning, filter changes, or bus startups.
- Coordinate and equip volunteers for properties maintenance or upgrade projects as directed.
- Give general assistance to the ministries of the church in locating resources, setting up and tearing down for events, installing or removing teaching and ministry aids, cleaning out and organizing rooms and storage, etc.
- Perform general maintenance tasks such as painting, hanging signage, replacing floor or ceiling tiles, removing and reinstalling cove base, etc. as necessary or as requested by properties committee or church staff.
- Assist in coordinating with janitorial services for building maintenance and preparation and cleaning up after special events.
- Other duties as assigned.

STAFF RELATIONSHIPS:

The Properties Assistant works under the authority of the Properties Committee and its chairperson(s), the supervision of the Associate Pastor for Outreach and Administration, and in coordination with the Operations Administrator.

SMRBC CORE VALUES

1. **Loving Jesus** – We love Jesus! We are captivated by Him. His love motivates us and causes us to rejoice and worship! He is our Savior, Lord, and Life!
2. **Living the Word** – We gladly accept the Bible as God’s Word and gratefully embrace it as the source and final authority for our beliefs, our teaching, our counsel, and the way we live out our lives.

3. **Embracing the Mission** – We are not consumers, but missionaries to broken people. We did not join a club, but a cause! We love our neighbors enough to serve them and show them how to find forgiveness and life through faith in Jesus Christ.
4. **Embracing Change** – We serve with a missionary mindset, adapting our methods and ministries continually to better connect with a constantly changing community and world.
5. **Engaging the next generation** – We will reach this generation for Christ, while communicating the Gospel to the generations coming behind. Our families and our ministries will partner in this pursuit of reaching, discipling and launching new waves of vibrant, joyful, world-changing Christians!

