

Facilities Assistant

- The Facilities Assistant plays a vital role in supporting the mission of the church in the day-to-day operations by ensuring that the building and grounds are clean and well-maintained, safe, welcoming, and prepared for all ministry activities and events. This position assists with maintenance, event setup, custodial work, and general facility operations to help create an environment that honors God and serves people well. The ideal candidate is detail-oriented, dependable, and capable of working independently and as part of a team.

Key Responsibilities

- Assist with daily cleaning, maintenance, and general upkeep of the church building, offices and auxiliary spaces pertinent to Chicago Tabernacle.
- Assist in the set up and break down of rooms for events, meetings, or services as instructed by the Facilities Director.
- Monitor inventory and restock cleaning and facility supplies.
- Assist with opening and closing the building before and after services and events.
- Ensure all common areas are clean, safe, and organized.
- Perform routine maintenance tasks and basic repairs.
- Report maintenance issues to the Facilities Director.
- Respond and address facility-related requests from ministry leaders and staff, as instructed by the Facilities Director.
- Coordinate with vendors or service technicians during on-site visits as instructed by the Facilities Director.
- Help during emergencies or facility-related issues as needed.
- Assist with seasonal projects such as snow removal, landscaping when needed.