



ORCHARD

COMMUNITY CHURCH

JOB DESCRIPTION

Position: Facilities Assistant
Reports to: Pastor or Designee
Position Status: Regular Part-Time

Department: Facilities

Effective: 10/6/2025

Created: 10/6/2025

Replaces: n/a

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Supervisor Approval _____

I. PURPOSE

The purpose of this position is to provide support to the ministries at Orchard, primarily in the area of facilities. The basic functions of this position will be:

- A. To maintain the facilities of the church property, including routine repairs and upgrades of the buildings and grounds, primarily but not limited to the exterior of the church buildings.
- B. To act as liaison with contractors as assigned with larger projects and work on teams to complete major projects and repairs.

II. RESPONSIBILITIES

- A. Is responsible to ensure that maintenance/repair requests are completed in a timely manner, based on priorities set by the supervisor.
- B. Is responsible for the security and lock-up of all of the buildings and premises as assigned.
- C. Completes other job-related responsibilities, as required.

III. REPORTS TO

The Facilities Assistant reports to the OCC Pastor or designee as assigned.

IV. ORGANIZATIONAL RELATIONSHIPS

Interacts with people from many areas of the ministry including pastors, other employees, volunteers, the congregation, and other churches and organizations.

V. TRAINING AND DEVELOPMENT

- A. Must be growing in skills needed to maintain and expand vision of the safety and operation of the facilities.
- B. Is willing to develop professionally as well as personally and spiritually by personal study, attending seminars, classes, etc.

VI. QUALIFICATIONS

- A. Is 18 or older and holds a High School Diploma or equivalent education and/or experience.
- B. Has some experience working in facilities in a variety of responsibilities, has basic repair and maintenance skills and is willing to train.
- C. Is capable of organizing different types of people and working with the existing systems.
- D. Is a diplomatic, cooperative person, with the ability to resolve concerns.
- E. Is able to recruit workers, then administer the work by planning, organizing, delegating, training, assisting, and evaluating and giving appropriate feedback regarding the work of paid staff and volunteers.
- F. Is able to relate well with children and adults.
- G. Holds a valid California driver license and willing to drive church vehicles.
- H. Is able to lift and carry or otherwise move 25 pounds regularly, 50 pounds occasionally, climb and descend ladders without assistance.

VII. OTHER

1. This position requires 10- 20 hours per week and attendance at periodic events.
2. Works a schedule and receives time off and other benefits as outlined in the *Orchard Community Church Employee Handbook*.
3. Serves on committees as assigned.
4. In addition to any accrued benefits, time is permitted off each year to minister at other ministry related and approved events and venues, with the OCC Senior Pastor's authorization.

VIII. EMPLOYMENT AT-WILL:

All employees of Orchard Community Church are at-will, and as such, are free to resign any time without reason. Orchard Community Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Orchard Community Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Senior Pastor of Orchard Community Church has the authority to make any such agreement and then only in writing.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Name/Signature

Date