

Operations Job Description

POSITION TITLE: Facilities

CHURCH MISSION - The mission of Hills Church is to make disciples (Matthew 28:19-20). Our strategy to accomplish this is to mobilize disciple-makers who live, "Follow me as I follow Christ!" (1 Corinthians 11:1)

POSITION OVERVIEW

- Clean and maintain interior and exterior facilities including cleaning bathrooms, sweeping and mopping floors, washing windows, and emptying trash cans.
- Set up and tear down of events-both Hills Church, Hills Academy and outside events.
- Other duties as assigned.

GOALS & EXPECTATIONS

- Be on time and have a positive attitude while at work.
- Facilities need to be cleaned in a timely manner and to the standard of approval of the Pastor of Operations.
- This position is a physically demanding position and requires the ability to lift 25 lbs or more.
- Attend weekly staff meetings and function as a member of the Hills Staff when applicable.
- This position requires flexibility with scheduling due to the nature of church/event operations.

COMPENSATION & COMMITMENT

- Starting \$13.00/hour
- Average 20 hours per week

Reports to: Pastor of Operations

Employee Signature: _____ Date

Supervisor Signature: _____ Date

New Mexico is an at-will employment state. Employees may leave their roles or be terminated from their role at any time. Hills Church is a non-profit 501c3 organization. Some Equal Employment Opportunity (EEOC) rights for employees of religious organizations differ from rights

for non-religious organizations. Employees for non-profit 501 c3 organizations do not qualify for unemployment. For questions related to 501 c3 employment rules and regulations, ask your interviewer or the business office at Hills Church.