



**Title: Beaverton Christian Facilities Assistant**

**Directly reports to: Beaverton Christian Church Facilities Manager**

**Location: Beaverton Christian Church**

### **About Our Church Family**

We are a church that exists to inspire people to know, love, and follow Jesus, as well as engage in meaningful ways with our neighbors, meeting real physical, emotional, and spiritual needs. Serving communities in Mt. Scott, Beaverton, Milwaukie, Portland and West Linn.

Our ministry is guided by three values: radical hospitality, uncommon humility, and sacrificial generosity. We believe that where these values are lived out by a group of people, there you will also find an impact made for the Kingdom of God that is truly undeniable – drawing even more people into relationship with Him.

Each of our campuses are responsible for shaping ministry to meet the unique needs of their local community. While our campuses all have the same values, teach the same sermon series, and share a general approach to ministry, most decisions are made locally to ensure our congregation and community are best served.

### **In this role, you'll:**

- Ensure all campus spaces are clean, welcoming, and well-maintained to reflect Radical Hospitality.
- Handle daily cleaning tasks and regular deep-cleaning of high-traffic areas.
- Oversee room setups and teardowns for services, events, and gatherings, ensuring accuracy and timeliness.
- Support ministry teams by preparing spaces with needed equipment, furniture, and supplies.
- Monitor facilities for safety, cleanliness, and functionality; promptly address maintenance needs.
- Partner with staff and volunteers to create environments that feel inviting, cared-for, and ready for guests.
- Manage inventory of cleaning supplies, facilities materials, and setup equipment.
- Provide on-site support during events, ensuring smooth transitions, quick problem-solving, and coordinating/performing pre/post clean-up.
- Perform weekly tasks required to support all ministries and facility requirements, such as: Building and facilities checks, facilities operation inspections, internal landscaping care, and neighborhood pet station serving.
- Support and complete the facilities work requests submitted, along with developing and/or performing required preventative maintenance (PM) procedures, both managed through the facilities maintenance software.

- Partnering with Hospitality Team on weekly laundry requirements, recycling tasks, and setup/teardown assistance.
- Partner with our building tenant in support of their facilities priorities while maintaining the building space that is occupied and shared.
- Embody a servant-hearted posture, ensuring every space helps people feel seen, valued, and welcomed.

**All of our staff members are leaders who:**

- Set the standard for a consistent Christ-like character, properly aligned with Scripture.
- Promote and foster healthy relationships with staff members, volunteers and attendees.
- Maintain an active, supportive and engaged relationship with staff members at all campuses.
- Demonstrate character-based leadership with staff, volunteers and attendees.
- Communicate consistently and clearly with staff, volunteers and attendees.

**We also ask for the following from all our staff:**

- Personally ensure that a robust and healthy spiritual life exists for yourself and your family.
- Be an active member in the church family, including community life and spiritual development.
- Personally develop strong relationships with members of the church family, and specifically, at your assigned campus.
- Commitment to personal development of self through active learning. Initiate personal development and self-awareness.
- Support the overall values and vision of our church while bringing independent and faith filled leadership and advocacy to your ministry.