



**HARVEST  
BIBLE  
CHAPEL**  
DAVENPORT

**JOB DESCRIPTION:  
Facilities Assistant**

**SUMMARY:** The Facilities Assistant aids the Facilities Manager in maintaining, repairing, and improving Harvest Bible Chapel's facility, grounds, and equipment.

**REPORTS TO:** Facilities Manager

**STATUS:** Part-time/hourly Employee

**SUPERVISORY ROLE:** No

**QUALIFICATIONS:** This person must profess faith in Jesus Christ and be humble, trustworthy, flexible, faithful, and possess a servant spirit. This person must be a member of Harvest Bible Chapel - Davenport or in the process to become a member. In addition, construction experience and mechanical skills are desirable.

**ESSENTIAL ROLES AND RESPONSIBILITIES INCLUDE:**

- Open and close building during assigned shifts
- Clean and maintain facility and grounds
- Perform small repairs on facility and equipment
- Set up rooms for ministry activities and events
- Assist other Harvest employees and ministries with facility and maintenance needs

**IN GENERAL:** This person will do what is necessary to assist the Senior Pastor in fulfilling the mission and initiatives of Harvest Bible Chapel – Davenport.

This job description was updated in November 2017 and is subject to review and revision as needed.