

Job Title: Staff, Setups and Maintenance

Reports to: Campus Manager primarily, Director, Maintenance secondarily

Employment Status: Occasional (8-10 hours)

Sunday Hours: As Requested

Staff Classification: Operational

Compensation Basis: Non-Exempt

Job Purpose: To provide reliable service to the Campus team by ensuring timely set-ups and take-downs of furnishings and resources in classrooms and meeting areas, and to provide assistance to the Maintenance Director in basic maintenance tasks, as needed.

Duties:

- Set-up rooms needed for events to the specifications of requests
- Regularly walk the interior of the facility (as you do your work) and the exterior at least once per week, and make note of problems (such as burned out lights, fresh stains on carpet, 'notes' that have been left by members about broken items, broken sprinkler heads, trash that has blown onto the property, items left out of place, etc.)
- Correct those problems when they can be easily addressed as you notice them (i.e. pick up the trash when you see it, etc.)
- Report more complicated items to your campus's facilities administrator for proper handling via the maintenance ticketing system
- Train with systems Facilities staff in accomplishing basic repairs (such as LED light replacement, basic plumbing fixes, etc.) in order to make repairs as needed and as abilities are developed
- Communicate regularly with supervisors to assess weekly needs and any special projects
- Manage schedule around weekly needs
- Respond to requests readily and with attitude of servanthood
- Serve occasionally as facilities/maintenance point person for weddings and other on-site scheduled events, as needed
- Perform other directly related duties consistent with the role and function of the classification

Other duties, as assigned

Qualifications:

- A committed and growing Christian in a strong relationship with a local Bible-teaching church
- A passion for support and service with a teachable spirit
- Supportive of the Constitution and Doctrinal Statement, Mission, Values, and Vision
- Effective interpersonal, relational and communication (written and verbal) skills
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence
- Ability to engage in multiple projects and priorities, independently as well as in a team context

Professional qualifications

- Ability to accomplish frequent physical activity including lifting up to 50 pounds

See GBC Human Resources Policy for further information
Revised August 2026