

Position: Arden Campus Facility and Systems Technician

Reports to: Arden Campus Facility Systems Coordinator

Job Location: Arden, NC

Position Type: Full-Time, non-exempt

Summary of Position: The Arden Campus Facility and Systems Assistant is primarily responsible maintaining the Arden Campus church facilities to be ready for planned church activities and events.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group is expected.
- Demonstrated initiative with an ability to work effectively apart from close supervision
- Proficient in written and verbal communication and able to use a computer
- Well organized and have the ability to prioritize tasks

Essential Responsibilities

- Assist the Arden Facility and Systems Coordinator to set up for all events and activities as requested in PCO
- Assist the Arden Facility and Systems Coordinator to maintain the cleanliness of the campus
- Assist the Arden Facility and Systems Coordinator to recruit, train, and motivate a volunteer team to help in the operations and production ministry areas
- Prepare facilities for special use as requested by Arden Facility and Systems Coordinator and assist when facilities are needed for weddings, funerals, and other outside events
- Prepare the baptism tank for use as directed and clean following use
- Open and close the Arden Campus daily as scheduled
- Assist with facility projects as assigned by the Arden Facility and Systems Coordinator or the Maintenance and Facility Projects Director
- Work alongside the Grounds and Outdoor Projects Director with outdoor projects as assigned
- Clean offices as assigned by the Arden Facility and Systems Coordinator
- And other duties as assigned by the Arden Campus Facility Systems Coordinator, Maintenance and Facility Projects Director, or Arden Campus Pastor

Physical Demands

- Must be able to lift 50 pounds
- Must be able to climb a ladder and must be able to operate a boom lift at least 40 feet in the air
- Must be able to stand and walk the majority of the workday
- Must be able to operate Biltmore Church vehicles and travel to other Biltmore Church campuses as needed