



Facilities Assistant - Part Time

(15 hours average per week)

Job Description

The Facilities Assistant is responsible for the general cleanliness, maintenance, and safety of the church building -responsibilities that support the congregational life and help further the mission of Central Presbyterian Church.

GENERAL INFORMATION:

- Supervised by the Director of Operations (Director).
- Normal work schedule is 6 to 8 hours each Sunday, and potentially up to 20 hours per week (occasional weekday evenings and/or Saturdays) with specific hours to be agreed upon in consultation with the Director. Weekly schedule may vary depending on time of year.
- Must be available to work on weekends, occasional weekday evenings and perform the responsibilities and duties below:

RESPONSIBILITIES AND DUTIES:

Worship and Event Services:

- Check Sanctuary before and after worship services to ensure the room is clean and ready for the next event.
- Assist with set-up and clean-up needs for worship, including communion and baptisms.
- Provide assistance as needed for all funerals and memorial services in the facility.
- Assist with scheduled weddings, with additional compensation for hours required per a fee schedule.
- Set up and break down room arrangements as needed for events for both internal and external groups.

General Maintenance:

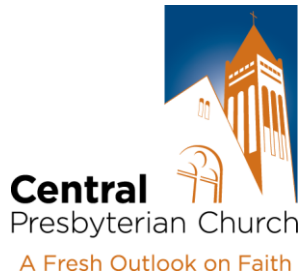
- Supplemental cleaning of church. Restroom restocking of paper products as needed. Trash and recycling removal as needed.
- Perform a daily walk-through of the building, checking bathrooms for cleanliness and paper needs, checking for leaks in water areas, checking lighting and security.
- Repair and address maintenance needs as necessary, such as changing light bulbs, draining off the boiler, and performing general plumbing and handyman repairs.
- Report maintenance needs that are beyond the Facilities Assistant's abilities to the Director.

Exterior Maintenance:

- Maintain access and appearance of the areas outside the church.
- Snow removal as required due to weather conditions.

Security and Safety:

- Unlock and lock building for events, turn on appropriate lighting, and provide watchful security during times when the doors remain unlocked.



QUALIFICATIONS:

- High school diploma or GED, plus 1-2 years of related experience and/or training; or equivalent combination of education and experience.
- Experience with building and grounds maintenance, professional cleaning, and electrical, plumbing, and HVAC repair and maintenance.
- Good verbal communication skills. Must be able to understand and speak English and have the ability to understand verbal and written information and instructions.
- Ability to climb ladders and lift more than 50 pounds.
- Valid driver's license required and driving record in good standing.
- Background checks conducted as part of the hiring process. All applicants must be legally entitled to work in the United States. Drug testing may be requested.

PROFESSIONAL EXPECTATIONS:

- To be present and on time.
- To be self-motivated and proactive.
- To respond promptly to maintenance and repair requests.
- To maintain good communication with the Director regarding needs and progress of work.
- The ability to work well with the public, church staff members, volunteers and visitors. Must reflect the Church's commitment to treating all persons with dignity and respect.
- To support the mission of Central Presbyterian Church

The position is open until filled but prompt applications are encouraged.

Resumes can be emailed to: Joseph Martell, Director of Operations, joe@centraldenver.com.