

Palms Presbyterian Church
Job Description

Position Title: Part-time Facilities Assistant

Reports to: Facilities Director

Position Classification: Part-time (10-12 hours a week) plus weekend special events as needed.
Nonexempt, Hourly

Job Summary

Responsible for supporting the church and preschool facilities to effectively meet the needs of the members, community groups utilizing the facility and the staff, including room layouts, clean-ups, set-ups, upkeep, and grounds monitoring of the premises. This position supports the Facilities Director by performing various routine facilities and maintenance tasks as needed.

Essential Functions - Facilities Assistant

- Meets with the Director upon arrival to review the assigned tasks that need to be accomplished.
- Perform maintenance tasks as set by the Director.
- Review the Facility Scheduler to identify needs based on current and upcoming activities and plan accordingly, including setting up and cleaning up evening meetings and beginning set-ups for the next day.
- Restore any previously restaged room set-ups from the prior day to their standard formats.
- Secure and lock all buildings. Monitor door locking and alarm system according to scheduled meeting times.
- Maintain kitchen facilities per operating procedures.
- Provide custodial support to staff before, during, and after ministry events.
- Perform garden and landscape tasks as assigned.
- Other duties as assigned.

Core Competencies

- Personal Competencies
 - Aesthetics awareness
 - Listening
 - Initiative
 - Integrity and trust
 - Interpersonal skills
 - Mission ownership
 - Time management
 - Verbal communication
- Organizational Competencies
 - Helping orientation
 - Team orientation

Minimum Qualifications

- Prior experience with facilities maintenance desired.
- Self-motivated and reliable.
- Diligent with attention to detail.
- Ability to prioritize.
- Ability to work with minimal direct supervision.
- Understands the unique needs of serving in a church environment.

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- Demonstrates the appropriate communication skills and interpersonal skills to interact effectively with coworkers and congregation.
- High school diploma or equivalent.

Physical Requirements

- Ability to climb ladders and stairs and lift/move heavy objects.
- Ability to use a computer.
- Ability to work outside in various temperatures.