

Job Description

Evening Facilities Associate

Title: Facilities Associate
Department: Facilities

Pay Status: Part-Time
FLSA: Non-Exempt

Reports To: Facilities Director

Job Summary:

This part-time position will be responsible for assisting the Facilities Director by performing day-to-day routine maintenance, care and upkeep of all buildings and grounds for Crosswater Community Church. Major duties include room setup and teardown, building safety administration, completing facility work order requests, cleaning, manual labor, landscaping, electrical, fire/safety, plumbing and waste management. This position is responsible for ensuring a positive first impression of the Crosswater Community Church (CCC) campus and supporting ministry needs through excellent facilities execution and support. The approximate work hours are from 2:30 to 8:30 Monday through Thursday and possibly on Fridays.

Essential Duties and Responsibilities:

(Included but not limited to)

- Perform the manual labor associated with the physical buildings, programing, and room preparation.
- Ensure all CCC areas are cleaned, stocked and safe. This includes overseeing daily spot cleaning in all public areas (bathrooms, sanctuary, meeting rooms).
- Complete facilities work order requests (asset inventory, HVAC systems, changing light bulbs, restocking, making repairs, etc.) in a timely manner during shift.
- Partner with the Facilities Director and teammates to ensure all events, group meetings, Sunday services, and meeting rooms and spaces are properly setup, cleaned, and stocked in a timely manner for members, visitors, and community groups.
- Assist church ministries in security precautions, emergency preparedness, janitorial, mechanical, plumbing, electrical, landscaping/grounds, structural, equipment, and setups/teardowns. This includes supporting facilities needs for Crosswater Christian Academy.
- Ensure clean and presentable landscaping and grounds of CCC, performing direct landscaping work or contracting out, as necessary.
- As directed by the Facilities Director, assist with building structures, office/classroom restructuring, minor plumbing needs, HVAC controls, painting, lighting, janitorial, plantings, etc.
- As directed, support aspects of design, planning, construction and special vendor/contractor management projects.
- Other duties as assigned.

Expectations & Preferred Qualifications:

- High school diploma and at least two years of facility support related experience. Degree in electrical, plumbing, construction management, landscaping, maintenance or related preferred.
- Ability to prioritize tasks based on urgency and other factors. Be a proactive self-directed and a problem solver, tending to problems before they arise.
- Must be flexible; willing to adapt to varying schedules and week to week workload. This position potentially requires working Sundays and willing to work on call weekends, evenings, holidays and as needed for events or emergencies.
- Skills in building maintenance, knowledge of systems affecting a building's day-to-day operations, and have the ability to make basic repairs.
- Must have knowledge of simple plumbing, electrical, and general repair work.
- The person must have strong communication skills in order to interact with vendors, contractors, churchgoers, and anyone making a facilities-related request.
- Knowledgeable and trustworthy; ability to handle secure areas and ensure safety throughout CCC.

- Must be familiar with general cleaning techniques and able to follow safety requirements.
- Physical Requirements: This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 50 pounds.

Supervisory Responsibilities

This position has no supervisory responsibilities.