



Facility Assistant

Job Description

valleymadison.com

EMPLOYMENT DETAILS

Employment Classification: Part-time Level VI

Work Hours Per Week: 15 hours/week

Hourly Wage: \$20/hour

Paid Holidays: 0

Paid Time Off: 0

Direct Report: Office Manager

- Participate in an annual review with the Ministry Director
- Expect the Ministry Director and Executive Pastor to encourage and provide opportunities for spiritual growth, personal development, and adequate rest
- Valley Presbyterian Church provides a child-safe and drug-free environment. All employees undergo screening through drug tests and background checks.

POSITION SUMMARY

We are looking for a reliable and detail-oriented Facilities Assistant to maintain the cleanliness and upkeep of our church facilities. This role includes general property maintenance and appearance improvements, basic repairs, emergency custodial and janitorial tasks, and setting up rooms for ministry activities and events. The Facilities Assistant is essential in ensuring the operational efficiency and visual appeal of our facilities, contributing to a positive experience for our congregation, employees, and visitors.

PERSONALITY & CHARACTER

- Enjoys working in a team environment
- A humble approach to life, displaying a teachable spirit
- Pursues team unity, bears with one another, and biblically handles conflict
- Maintains a pleasant and courteous demeanor

SKILLS

- Proven experience in basic home repair and upkeep, outdoor property upkeep, cleaning, janitorial work, and custodial services
- Knowledgeable of facilities maintenance practices and safety protocols
- Excellent attention to detail with the ability to follow instructions precisely
- Good physical stamina for lifting, bending, standing for extended periods, and performing manual tasks
- Reliable team player with good communication skills and a proactive attitude toward facility upkeep

KEY RESPONSIBILITIES

- **General Indoor Upkeep:** Ensuring all systems (lighting, plumbing, electrical, heating, and A/C), fixtures, doors, windows, kitchen appliances, and furniture are functioning properly and keeping the property in a presentable condition.
- **General Outdoor Upkeep:** Clearing sidewalks, powerwashing, weed control, removing wall algae, etc.
- **Event Setups:** Arranging tables and chairs for meetings, classes, or events, and cleaning up afterward
- **Minor Repairs:** Changing light bulbs, spackling, painting, adjusting heating or cooling, fixing toilet issues, and reporting larger maintenance issues to the appropriate personnel
- **Waste Management:** Emptying trash and recycling receptacles and ensuring proper waste disposal
- **Spill Clean-up:** Cleaning, mopping, sweeping, and vacuuming
- **Building Security:** Locking and unlocking doors and windows, and securing the building at the end of shifts
- Any other duties related to your position as requested by the Office Manager or Executive Pastor

INTERESTED APPLICANTS

Please fill out the online application at www.valleymadison.com/form/employment. Be sure to include your resume and references.