

Job Opening: Part-time Facilities Assistant

Overview. We are looking for an individual who loves Jesus and wants to serve him with his/her gifts and talents. The ideal candidate is someone that has experience with handyman type needs and has a servant's heart. The facilities assistant will be responsible for the following:

Job Responsibilities

- Opening/closing procedures for the facilities
- Monitoring automated HVAC and door systems
- On-duty facilities person for staff assistance
- Occasional room set-up, cleaning spills, and bathroom issues.
- Ensure a safe environment while activities are happening onsite.
- Other assigned tasks including, but not limited to, things such as serving at times of weddings, funerals, and other scheduled ministry events.
- Assist in facilities coverage during vacation time for other facilities staff members.

Schedule

- Sunday
 - Sunday mornings 6:15am to 1:45pm, on a rotation, every other week.
 - Sunday evenings 4:30pm to 9:00pm, only when community group child care or other programs are scheduled.
- Tuesday evenings from 6:00pm to 9:30pm.
- Wednesday evenings 5:30 pm to 9:30 pm.

Hours would range between 12 to 20 hours per week.

Preferable skills

Some knowledge and experience in custodian standards and use of maintenance equipment. A basic understanding of building utilities plumbing, electrical, HVAC, etc. Also must have basic computer skills to communicate via email and learn to run automated HVAC and door systems.

Qualifications

A high school diploma is the minimum educational requirement. Some work experience as a handyman or in a skilled trade, such as roofing, landscaping, or plumbing would be helpful. Additionally, one must have the ability to bend and stand for long periods of time and the ability to lift as much as 30 pounds.



Modeling Biblical Priorities

The position is responsible for upholding the Biblical priorities and core values of Fellowship Greenville while growing in a personal relationship with Christ. Additionally, he/she must strive to fulfill his or her purpose in life or ministry while demonstrating integrity in words, relationships, and actions.

These objectives are accomplished by the following:

- Being a member (or be in the process of becoming a member) of Fellowship Greenville
- Carrying out a plan for personal growth and development.
- Being an active and generous supporter of the ministry of Fellowship Greenville.
- Committing to involvement in the life of the church.
- Practice and grow in Fellowship Greenville's Cultural Behaviors:
 - Thrive on team
 - Strive for excellence
 - Bring passion
 - Live healthy
 - Keep hands open

Reports to: Facilities Manager

Relates Closely to: Assistant to Facilities Manager

Job Status: part-time (12 - 20 hrs/week)

To Apply: Submit a cover letter, resume, and [application](#) to Beth Schaffner (bschaffner@fellowshipgreenville.org). Position open until filled.