



CHRIST CHURCH DENVER

Job Title: Facility Assistant

Job Status: Part-time, 20 hours/week;
Salary: \$13-\$17/hour

Department: Facilities

Reports to: Facility Manager

Position Summary: This position assists with a variety of scheduled and impromptu facility activities, including but not limited to cleaning, set-up and break-down of classroom settings, interior and exterior maintenance, special construction projects, and general overseeing of church facilities. This position normally works within a consistent schedule but with some flexibility for special events and coverage for absences of coworker(s).

Position Responsibilities:

- Maintaining positive appearance and functionality of building and grounds
- Snow Removal (when needed)
- Outdoor landscape maintenance such as mowing, trimming, and blowing leaves
- Moving and organizing items for indoor/outdoor settings
- When needed, cleaning of bathrooms, vacuuming interior carpets, cleaning and polishing of hard surfaces, removing trash/recycling material, and some laundry duties
- Providing assistance to the Facilities Manager
- Participation in special renovation or construction projects
- Monitoring of HVAC heating/cooling equipment via computerized automation system
- Other facility duties as needed

Essential Knowledge and Skills

- Knowledge of tools for interior and exterior maintenance, cleaning equipment and small motorized hand tools
- Ability to lift or carry up to 50 lbs.
- Agility for climbing ladders, moving in crawl spaces, and similar activities
- Basic data entry or computer skills
- Ability to multitask and handle interruptions, while finishing essential duties
- Ability to work independently with minimal supervision
- Excellent time management and ability to prioritize work
- High attention to detail
- Emphasis on safety

Personal Qualifications:

- Christian character that reflects and embodies Christian values
- Service-oriented attitude of assisting and serving others
- Professional and pleasant attitude
- Ability to pass background checks

Education or Formal Training:

- High School Diploma or equivalent.
- Cleaning, building maintenance, and construction experience/references

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements essential for making fair pay decisions.