

Facilities Coordinator – Part Time

General

Country Club Christian Church is looking for a part-time Facilities Coordinator to be responsible for keeping assigned areas of the church and pre-school well-functioning and in a safe condition.

The ideal candidate will be dependable, responsible and self-motivated and must have regular, timely attendance including working on Sunday mornings. In addition, the position requires the ability to reach, bend, stoop, kneel, and stand for extended periods of time. Must have the ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities. Must also be able to perform minor maintenance and repair tasks and occasional cleaning support.

Responsibilities

- Move and set up items such as tables/chairs to accommodate meetings held inside and outside of the building. This includes setting up for Sunday morning worship services
- Identify maintenance or repair problems; conduct minor repairs as needed including replacing light bulbs and ballasts
- Set up and manage drink service for worship and meetings
- Assist staff and volunteers with needs such as moving boxes or other items as requested
- Ensure building spaces are well-organized
- Work with church staff to provide support for activities/programs
- Provide cleaning support as needed
- Police area daily for appearance, security, breakage or malfunctions
- Maintain and re-stock materials such as toilet paper, soap, paper towels, etc. as needed
- Other duties as assigned

Skills/Talents Required

- Ability/willingness to learn and perform maintenance skills to meet core responsibilities
- Ability/willingness to be hands-on in doing needed tasks and to work with different/diverse constituent groups
- Ability to reach, bend, stoop, kneel, and stand for extended periods of time. Must have the ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities
- Able and willing to work Sundays from 7:00 am to 1:00 pm
- A self-motivated, organized team player who has a customer-service mindset
- Must be able to pass background check
- High School graduate or equivalent
- An understanding of the church and its perspective on theology

Schedule and Compensation

A part-time position at 20 to 25 hours per week including Sundays; negotiable on other hours. Compensation is \$15.00 per hour. Benefits include paid vacation

To apply, send resume and cover letter to: carlar@cccckc.org