



## **Facilities Assistant in Central Naperville, IL**

Good Shepherd Lutheran Church is expanding our ministries and programs! If you are looking for a part time role or extra hour in the evenings, we are currently hiring for a part time Facilities Assistant.

Reporting to the Facilities Director, this position works alongside staff to ensure the building is clean, secure, and a welcoming environment for the variety of ministries and people Good Shepherd Lutheran Church serves in the community.

### **Position Summary:**

**Job Location:** This is an on-site position in central Naperville, IL.

**Hours:** Sunday-Thursday 4:30 PM- 9:30 PM

**Compensation:** This is an hourly position and the rate of pay is \$17.50 per hour.

### **Benefits:**

- Paid time to include holidays, vacation days, personal days, and sick time.
- Discounted tuition at the Good Shepherd Preschool.

### **Organization Overview:**

Good Shepherd Church is focused on serving the spiritual needs of our local community and on leveraging the time, talents and financial resources of people in this area to help others in our community, across the nation and around the world. Good Shepherd has over 20 employees and about 700 active members who attend services weekly. They also have over 15 different ministries to connect with members of the church ranging from children, teens, and adults as well as focused ministries such as grief support and mental health awareness. In addition, Good Shepherd has a preschool focused on early education for children 2.5-5 years old. To learn more about our church, please visit us at [gshepchurch.org](http://gshepchurch.org).

### **Responsibilities:**

- Ensure the meeting and general areas are clean and presentable for ministry events.
- Cleans, dusts, vacuums, mops all areas of the church including emptying trash cans and recycling bins and cleaning rest rooms.
- Assists with room set ups by moving chairs, tables, and other furniture
- Serve visitors by responding to their needs and questions in a professional manner.
- Maintain building security by closing the building, shutting off lights, and locking doors.
- Understand building safety and security processes and implement them when needed.
- Operate basic equipment such as wall partitions and cleaning devices.

- Perform minor maintenance activities such as changing light bulbs and batteries and plunging toilets.

**Requirements:**

- High school diploma and 1+ years of facilities maintenance or security experience . An equivalent combination of education and experience will be considered.
- Knowledge of basic cleaning techniques
- Ability to close the building in a safe and secure manner
- Ability to carry 50 lbs
- Ability to stand, lift, climb ladders and stairs, for long periods of time

To Apply: If you are interested in part-time work and looking to use your gifts to help serve the Church, please apply at <https://goodshepherdlutheranchurch.recruitpro.com/jobs/309047-52777.html>

**Good Shepherd Lutheran Church is an equal opportunity employer**

Applicants must be authorized to work for any employer in the US. We are unable to provide sponsorship at this time.

**Key Words:** Facilities Coordinator, Custodian, Janitor, Building Services Assistant, Facilities Specialist