



**St. Andrews-Covenant  
Presbyterian Church (U.S.A.)**

***We're  
Hiring!***

## **FACILITIES ASSISTANT**

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**Basic Definition:** The purpose of this position is to advance the ministry of Christ's Church by ensuring the facilities are clean, functional, and secure. This position works alongside the Sexton by assisting with events, maintenance tasks, and building security.

**Relationship:** Accountable functionally and administratively to the Facilities Manager.

**Salary:** Hourly, as budgeted.

**Work Schedule:** Part-time (25 hours per week)  
Schedule: Sunday mornings and weekday evenings, with some weekend vents; hours determined with the Facilities Manager.  
Special Notes: Sundays required.

### **Duties and Responsibilities**

Support the church's mission by ensuring its facilities are welcoming, well-maintained, set up for events, and secure during high-traffic evening and weekend hours.

#### **Security Responsibilities:**

- Provide a security presence during evening hours and special events, monitoring the church calendar for changes and additions.
- Assist staff and volunteers with safe entry and exit after business hours.
- Conduct regular walk-throughs of the entire interior and exterior of the building, to ensure overall safety and readiness.
- Assess and respond to situations in accordance with established protocols, reporting suspicious activity to the Facilities Manager or law enforcement, as appropriate.

#### **Maintenance Responsibilities:**

- Collaborate with the Sexton to maintain the church facility.
- Perform light cleaning and maintenance tasks as assigned.
- Identify and report maintenance needs; assist with basic repairs.
- Monitor building systems (HVAC, electrical, door locks) and coordinate repairs when needed.

#### **Set Up Responsibilities:**

- Assist with set-up and take-down for events, including furniture and equipment placement.
- Coordinate with the Sexton and Facilities Manager to respond to the scheduling and event requirements, as managed by the Executive Administrator.

#### **Education and Experience:**

- High school diploma or equivalent preferred, or a combination of education and relevant experience.
- Experience in facilities, maintenance, or security roles.
- Familiarity with basic facility systems and operations.

#### **Skills and Abilities:**

- Basic understanding of HVAC, electrical, and building systems.
- Physical ability to lift/move equipment and furniture and perform routine maintenance.
- Strong observational, communication, and problem-solving skills.

**To apply, contact Facilities Manager, Tony Colmenares, [tcolmenares@sacpc.org](mailto:tcolmenares@sacpc.org)**