

JOB DESCRIPTION

Facilities Assistant



Job Summary

The Facilities Assistant assists the Facilities Manager in overseeing the day-to-day upkeep, repairs and maintenance of the church, church minivan and adjacent four properties, striving to keep the church clean and welcoming at all times. The Facilities Assistant works closely with clergy, staff, volunteers, ministries, contractors and vendors and maintains the church in the highest level of cleanliness and neatness.

This is a full-time, benefitted position. Schedule: Wednesday-Sunday and as-needed for special events.

Qualifications and Skills

- High school degree required
- Highly effective team player with a service orientation
- Enjoys a challenge, displays good judgment, level headedness and ability to solve problems
- Interact in an effective manner with parishioners, staff, contractors, vendors and visitors
- Self starter with a bias toward action
- Organized, makes good use of time and attention to detail
- Able to do strenuous work over extended periods of time, able to lift 50lbs.
- Mechanical aptitude, knowledge of tools and mechanical systems
- Proficient in computer use
- Embrace the vision and mission of St. Mary's Episcopal Church
- Desire to serve the body of Christ in a behind the scenes, support role
- Commitment to execute all tasks and duties at the highest level of excellence in a timely manner

Duties and Responsibilities

- Assist the Facilities Manager with the day-to-day operations of the church, properties and minivan
- Maintains the facilities in the absence of the Facilities Manager
- Time sensitive to meetings, events, set up, tear down and clean up
- Church, properties and minivan maintenance and repairs
- Performs seasonal work such as snow removal, landscaping etc.
- Participates in the SafeChurch practices of the church
- Purchases and performs inventory control for facilities needs
- Prepares for special events such as Feast Days (Christmas, Easter, etc.) and events (Parish retreats, etc.)
- Other duties or special projects as assigned by the Facilities Manager or Rector

About St. Mary's

Founded in 1926, St. Mary's Episcopal Church's mission is to worship Christ, love our neighbors and serve the poor in our midst. Led by the Reverend Andrew T. P. Mellow, who serves as St. Mary's Rector, the church has grown to include more than 600 households. For the past 30 years, the church has faithfully committed 25 percent of its annual operating budget to support outreach agencies in Arlington and abroad. In response to God's unconditional love for all people made known to us in Jesus Christ, St. Mary's is committed to be a welcoming and affirming community. To learn more about St. Mary's ministries, visit www.StMarysArlington.org.

Open Position: March 20, 2017