

Assistant Facilities Manager

Christ Church is an intergenerational, suburban church in Glen Allen, Virginia. The Assistant Facilities Manager (AFM) will maintain the facilities via the functions listed below so that the church can minister to the community. Employees of Christ Church enjoy collaboration and collegiality as we work together, serving people of all ages in small and big ways, including “behind the scenes” work. Christ Church does not discriminate against any applicant for employment because of religion, race, age, sex, disability, or national origin.

Reports to: Facilities Manager

Status: Part Time

FLSA: Non-Exempt

Compensation: \$20-23 per hour

Job Summary

The AFM will maintain the order, function and cleanliness of the church and all its facilities.

Schedule: Monday-Friday, 8:00 a.m. – 1:00 p.m.

Essential Functions:

- Maintain all buildings in a clean and orderly fashion. Includes cleaning of restrooms and kitchens, and cleaning/buffing/waxing tile floors in worship and youth spaces.
- Set-up before and clean-up after services, functions, and meetings. Inspect facilities and equipment; perform planned maintenance and repairs. Maintain all necessary cleaning and maintenance supplies and tools in kitchens, restrooms and other areas.
- Keep the sidewalks and walkways clear and unobstructed, including days of snow or inclement weather.
- Maintain security, closing and locking windows and doors and performing a perimeter-check before leaving each day.

Core Competencies:

- Basic mechanical skills: understanding of and ability to work with electrical, plumbing and HVAC systems; basic repair and upkeep.

- **Cleaning:** experience in cleaning of public and institutional spaces, and dedication to maintaining cleanliness at a professional level.
- **Interpersonal Skills:** Ability to work well with all types of people. Able to listen carefully and discern issues and questions. Responds to requests in a timely and caring manner.
- **Flexibility:** Ability to use skills to complete unplanned, temporary, or urgent tasks and to move from one task to another, prioritizing as situations evolve.
- **Resourcefulness:** Approaches problems and tasks by looking at all options and choosing the most efficient and effective tools to get the job done. Able to apply new solutions to old problems.

To apply, please contact Ramon Vargas, Facilities Manager, at r.vargas@ccerva.org

Work At CCE

Christ Church Episcopal is a thriving, inter-generational, suburban church in Glen Allen, Virginia. Founded in 1993 as a mission of the Diocese of Virginia, Christ Church seeks to live the Way of Love as an engaged community of young families, longtime parishioners, and retirees serving as the hands and heart of Christ in the world. Our staff enjoy collaboration and collegiality as we work together, ministering to people of all ages.

The people of Christ Church Episcopal are passionate about growing in relationship with God and deepening our connections with each other. In community together, we seek to transform our lives; to not only go to church, but to BE the church. We desire to live and love more like Jesus every day. You are always welcome here!

At Christ Church, we walk the Way of Love

We are One Body

All ages and abilities gather weekly in worship to receive at the Lord's Table, hear from and respond to the scriptures in prayer, sing and offer praise, and learn from relevant sermons.

Growing Together

Small groups for kids, teens, and adults help us grow in our faith and deepen our relationships with others.

Serving our Neighbors

We believe God calls us into the world to love our neighbors, from Short Pump to South Sudan.

Caring for One Another

Our community believes in being responsive to each other's needs and joys. We share life together and offer each other support along this journey.

With Unconditional Acceptance

Together as the Episcopal Church, we bear witness to the loving, liberating, and life-giving way of Jesus. We believe that God loves you – *all* of you – no exceptions.

A Beacon of Hope for 30 years

Christ Church was established in 1993 with the goal of being “a new beacon” for those disconnected from the church. For 30 years, our mission has been to be an inviting, growing, and serving presence in our community and beyond. Come, be part of our future.

Join Us!