



Harbor Church Facilities Assistant

Afternoon/Evening (1:00-8:00 p.m., Monday through Friday) plus occasional weekend morning

If you're a person of faith with a heart for service and a talent for all things maintenance, we'd love to meet you! We're looking for a hands-on Facilities Assistant who communicates well, solves problems quickly, and isn't afraid to roll up their sleeves for anything—from repairs to cleaning and caring for our busy church, school and daycare spaces.

The Facilities Assistant supports the Facilities Manager in the upkeep and operations of our church, school and daycare facility by performing tasks such as cleaning, routine maintenance, setting up meeting rooms, communicating with vendors and serving as the primary afternoon/evening point of contact for vendors and building users.

Basic facilities, maintenance, and handy-man experience is desired.

Key Responsibilities:

General Maintenance & Repairs:

Perform repairs to building systems, equipment, and facilities, and performing basic carpentry, painting, and upkeep. Assist PHCA and KKC teachers and staff with general upkeep and improvement of spaces.

Cleaning & Sanitation:

Ensure the cleanliness and sanitation of facilities, which can involve cleaning carpets, floors, windows, and other surfaces, and collecting and disposing of waste.

Groundskeeping:

Tend to the grounds of the property including seasonal and routine maintenance

Safety & Compliance:

Help to maintain a safe work environment by monitoring and reporting, and fixing any safety hazards and ensuring compliance with health and safety regulations.

Facility Set-Up:

Setting up and taking down rooms for meetings, events, and other activities, including moving furniture and equipment.

Point of Contact:

Is the main point of contact for all building-related issues in the absence of the Facilities Manager. Works with vendors and crews on site performing work and/or maintenance.

Plus: other duties as assigned

Required Skills and Qualifications

- Physical Stamina: Ability to perform physical tasks and stand for extended periods. Must be able to walk and stand for the majority of shift, bend, push, reach, twist, navigate stairs, and lift up to 50 pounds.
- Organizational Skills: A self-starter with strong time management, organizational, and attention-to-detail skills.
- Communication: Good verbal and written communication skills to interact with team members, vendors, and facility users. Must be able to use a computer and cell phone (call and text). Kind and friendly demeanor required.
- Problem-Solving: A proactive approach to identifying and resolving facility-related issues.
- Basic Technical Knowledge: Familiarity with basic mechanical and electrical systems is required.
- Teamwork: Ability to work effectively both independently and as part of a team. Ability to work alone and be self-motivated without supervision is a must.
- Ministry Focus: Must be able to represent the Harbor Church's beliefs and values at all times and agree to our Moral Behavior Policy.
- Must be able to pass a background check and work in a school facility.

As a ministry of our church, all staff members—including the Facilities Assistant—are expected to affirm and uphold our church's Statement of Faith, be an active participant in a local Christian church, and support our mission through both their work and conduct. See more detail here: <https://www.theharborchurch.com/what-we-believe>.

Schedule: Full-time, 5 days a week, afternoons and evenings plus occasional weekend hours as needed based on church, school and daycare events.

Pay: Hourly, \$20-25 per hour, eligible for overtime if working over 40 hours per week.

Benefits: Health, Dental, Life, & LTD insurance, earned paid time off, 403(b) retirement with employer match, **school and daycare tuition discount**.

To Apply: Email resume and cover letter to kwarner@theharborchurch.com