

FACILITY COORDINATOR ASSISTANT (PART-TIME)

The Falls Church Anglican is seeking a part-time Facility Coordinator Assistant whose responsibility will be to assist the Sexton in the care of the church's facilities and performs a variety of duties essential for the success of ministry programs. The duties include leading or assisting in custodial, housekeeping, and cleaning tasks not handled by the janitorial staff of the building; set-ups, breakdowns, and clean-ups for church events; and maintenance and repairs within the administrative spaces of TFCA as well as responding to facilities-related ministry needs as they occur.

Duties and Responsibilities:

Custodial and Housekeeping Duties

- Cleaning assigned areas not covered by building maintenance.
- Clean and restock interior bathrooms and kitchens supplies.
- Report required maintenance items to supervisor.
- Damp mops, vacuums, or buffs floors as directed.
- Cleans up spills; wipes down tables and chairs as necessary.

Set-up and Breakdown Duties

- Move wall partitions.
- Move and set up furniture, equipment, stages, and podiums in various configurations for ministry programs.
- Room reconfiguration or preparation after use.
- Indoor and outdoor temporary signage as necessary.
- Garage set-up, breakdown and monitoring on Sundays and special services.

Maintenance and Repair

- Adjustments and routine repairs not requiring professional skill in interior office space; may include repairs to walls, doors, furniture, and shelving, as well as bulb replacement, minor plumbing repairs, and items of a similar nature requiring basic skills.
- Receive, unwrap, and position freight and other deliveries, and dispose of resulting trash.
- Assist parishioners in loading and unloading material brought to and from the church.
- Assemble furniture.

Other duties as required.

Qualifications:

We're seeking candidates who have a strong desire to maintain the church's reputation of spirit-filled traditional and contemporary worship services. The successful candidate will have:

- Minimum one year's experience in similar role.
- Quick to understand and adapt to the needs of the position.
- Ability to read and speak English.
- Ability to understand drawings and diagrams.
- Physical ability to kneel, bend, stoop, push, pull, climb a ladder, and lift up to 75 pounds.
- Physical ability to re-position wall partitions, move heavy furniture, lift and rearrange tables, chairs, and other equipment and furnishings.
- Basic handy-man skills and experience.
- Experience in custodial and housekeeping tasks.
- Ability to use tools such as hammer, screwdriver, wrench, tape measure, pliers, level, putty knife, drill, saw, clamps, vise, file, etc.
- Valid driver's license.
- Satisfactory background and reference check
- Agreement with TFCA's doctrinal position (see <https://www.tfcanglican.org/visit/what-we-believe>)

Within this context, we are committed to equality of treatment in hiring and in all employment conditions and opportunities. Compensation depends on experience. We offer an excellent benefit package.

How to Apply : Please send a cover letter and resume to resumes@tfcanglican.org, with "Facility Coordinator Assistant" in the subject line.