

Second Presbyterian Church ***Facilities Assistant (Part-time/Seasonal)***

Date Job Description Approved by Session:

Overview: The purpose of all staff positions is to support our Strategic Guides' vision, mission, strategic goals and values/principles. Second Presbyterian strategic guides URL: https://www.growwithsecond.org/files/ugd/f84825_c333757ad6f64a4cb75032058243b74e.pdf

General Position Description: The Facilities Assistant (“Employee”) will work under the supervision of the Facilities Superintendent by performing specific tasks related to the maintenance and care of the church’s facilities, equipment, buildings and grounds as assigned.

Minimum Qualifications:

1. Ability to work independently
2. Ability to work well with volunteers
3. Ability to be team-player with all staff and committees and engage in team-building
4. Physically capable of sustained inside and/or outside physical labor (ie. – ability to work on hands and knees to maintain landscaping and the ability to lift items of up to 50 pounds.
5. Familiarity with maintenance and repair of building operating systems
6. Available to work during normal business hours, plus evening, weekends, or holidays as needed (ie. – vacation coverage for Facilities Superintendent, building emergencies....)
7. Valid PA Driver’s License.

Responsibilities:

To assist the Facilities Superintendent with tasks and duties as assigned.

Specific Duties and Tasks include (but are not limited to):

1. Ensure buildings and grounds are safe and well maintained.
2. Outside Grounds Maintenance to include clean-up, weeding, leaf blowing and parking lot maintenance with a focus on the Memorial Garden and entrances.
3. Flower and plant care should include an awareness for signs of disease or infestation
4. Perform minor repairs and maintenance, as time and skill permit.
5. Inform Facilities Superintendent of need for extraordinary maintenance or repairs.

Conditions and Terms of Employment

Requirements of all Staff

- Comply with and enforce the Child Protection Policy & Procedures
- Accept work conditions and arrangements as provided for in the Personnel Policies and Procedures (referred to as “Employee Handbook”)
- Participate in staff functions as requested by the Head of Staff (e.g. retreats, meetings, trainings, etc.)
- Employee will observe confidentiality in the use of personal information

Hours: Not to exceed 20 hours per pay period

Supervisor: Employee will be supervised by the Facilities Superintendent

Work Environment: To accommodate a wide range of ministry needs and employee needs, employees work both remotely and in-site. Certain ministry functions can only be performed best on-site, eg., face to face, including but not limited to, relationship building, lawn maintenance, conflict resolution, worship leadership, practicing on organ, and certain forms of planning. Employee must be physically on-site as needed to perform certain duties and fulfill responsibilities when physical presence is optimal, and as requested by the Supervisor. When physical presence on-site is not required for optimal performance or when not requested by Supervisor, off-site (remote) working may be possible as approved by Supervisor. Employee is responsible for documenting the effectiveness of off-site work, recording hours, and providing adequate internet connection, computer hardware, mobile phone, etc, to make remote work possible. Second Church provides on-site workspace and equipment as needed for all employees. Permission to work remotely is a privilege based on trust, the needs of the congregation, and other factors; that permission can be modified or revoked at any time for any reason.

Performance and Compensation Evaluation: Regularly at the discretion of the Personnel Committee.

Other Financial Compensation: as negotiated.

Pension/Retirement Savings: There are no retirement or pension benefits. (However, 403B benefits are offered to staff working 20 hours or more. Employees may contribute to a PC(USA) administered 403b retirement account.)

Health or Other Benefits: Please refer to the Employee Handbook

Overtime/Comp Time: This position is salaried.

Vacation: Please refer to the Employee Handbook

Sick/Personal Days: Please refer to the Employee Handbook

Holidays: Please refer to the Employee Handbook

Continuing Education Leave and Funds: Please refer to the Employee Handbook

Professional Expenses: Please refer to the Employee Handbook

Termination: Employee may be terminated for any reason with written notice to his/her last known address. If the employee resigns, the employee should provide a two week notice.

Supervision/Reporting: Lead Pastor/Head of Staff.

Revisions to this Job Description: This job description as outlined above does not state or imply that these are the only responsibilities. Under the direction of the Session, Head of Staff, or Personnel Committee, these responsibilities are subject to change.