



Campus and Maintenance Associate - Job Description

Location: Church of the Saviour - Wayne, Pennsylvania (on-site)

Position: Full-Time, Non-Exempt

Reports To: Campus and Maintenance Manager

Schedule: Regular full-time schedule established by the Campus and Maintenance Manager. Occasional evening, weekend, early-morning, and weather-related work is required.

Compensation and Benefits:

- \$18.00-\$20.00 per hour, commensurate with experience
- Comprehensive health, vision, and dental insurance; participation in a 403(b) retirement plan
- Paid Time Off: 10 vacation days, 10 holidays, 8 sick days, and up to 3 personal days annually

ABOUT CHURCH OF THE SAVIOUR

Church of the Saviour (COS) is a Christ-centered, nondenominational church that helps people connect deeply with God, build meaningful relationships, and live out the hope of Jesus in everyday life. Located in the Philadelphia suburb of Wayne, PA, COS is home to approximately 1,100 people united around one mission: to glorify God by making disciples of Jesus Christ in Wayne and beyond.

We take the Great Commission and the Great Commandment seriously and actively support both local outreach and global missions. Having been transformed by His grace, we long to see lives changed and communities renewed by the power of the gospel.

POSITION SUMMARY

The Campus and Maintenance Associate helps maintain a safe, clean, welcoming, and well-functioning campus at Church of the Saviour. This hands-on position supports the day-to-day care of our facilities, grounds, equipment, and campus spaces through routine maintenance, minor repairs, project assistance, seasonal work, snow removal, and ministry support. The ideal candidate is dependable, proactive, safety-conscious, service-minded, and willing to assist wherever needed.

PRIMARY FOCUS AREAS

- Maintain safe, clean, functional, and welcoming campus facilities.
- Perform routine maintenance, minor repairs, and preventive maintenance.
- Support campus improvement and maintenance projects.
- Assist with groundskeeping, snow removal, and seasonal campus needs.
- Provide practical facilities support for ministries, worship services, and events.

RESPONSIBILITIES

Campus and Facility Maintenance

- Conduct routine walkthroughs of the campus to identify maintenance needs, safety hazards, damage, or other items requiring attention.
- Report maintenance concerns and safety issues promptly to the Campus and Maintenance Manager.
- Perform minor repairs and general maintenance, including replacing light bulbs, repairing doors and hardware, assembling furniture, painting, patching drywall, and other basic repairs.

- Assist with basic maintenance and troubleshooting of building systems and equipment within the scope of the position, and support qualified contractors when specialized or licensed work is required.
- Assist contractors and service providers while working on campus, including providing access and keeping work areas clean and accessible.
- Communicate urgent repairs, recurring issues, safety concerns, supply needs, and projects requiring additional resources to the Campus and Maintenance Manager.

Campus Project Assistance

- Assist with planning, preparing, and completing special maintenance and campus improvement projects.
- Prepare work areas and gather necessary tools and materials before projects begin.
- Assist with basic carpentry, painting, furniture installation and assembly, moving, demolition, and cleanup.
- Provide hands-on support for urgent repairs and projects requiring immediate attention.
- Perform other maintenance and project-related duties as assigned.

Grounds and Seasonal Maintenance

- Assist with routine groundskeeping and exterior campus upkeep as needed.
- Support seasonal maintenance activities, including leaf removal, storm cleanup, and preparation of outdoor areas.
- Participate in snow and ice removal, including shoveling and salting, during early mornings and weekends when weather conditions require it.
- Help ensure walkways, entrances, parking areas, and other high-traffic spaces remain safe and accessible.

Ministry Support

- Provide logistical and practical support to ministry teams for events, programs, and worship services.
- Assist with room setups, furniture moves, equipment placement, and post-event resets as needed.
- Help ensure campus spaces are clean, safe, organized, and ready for use.
- Approach the work with a service-oriented mindset, recognizing that a well-maintained physical environment plays an important role in supporting the mission and ministry of Church of the Saviour.

QUALIFICATIONS

- Previous experience in maintenance, facilities, construction, groundskeeping, or a related field is preferred but not required.
- Basic familiarity with common hand tools, power tools, ladders, and maintenance equipment is required.
- Valid driver's license and reliable transportation.
- Willingness and ability to perform hands-on work involving basic carpentry, drywall, painting, groundskeeping, snow removal, and general facility maintenance.
- Ability to work independently with minimal supervision and to follow established priorities and safety procedures.
- Ability to lift up to 50 pounds and perform physically demanding tasks as needed.
- Ability to communicate effectively and work well with staff, contractors, vendors, and others.
- Successful completion of required background checks and clearances.
- Alignment with the mission, values, and Statement of Faith of Church of the Saviour.

CORE COMPETENCIES AND VALUES

- Dependable, punctual, responsible and committed to a strong work ethic.
- Proactive and solutions-oriented.
- Safety-conscious, with strong attention to detail.
- Adaptable, service-minded and willing to assist where needed.
- Able to work independently while collaborating effectively with others.

Please email your resume to cos@coswayne.org.