Facilities Associate - Job description

The Facilities team plays a vital role in supporting the church's mission by ensuring the campus is clean, safe, and well-maintained for all events and activities. This position involves setting up rooms for events, cleaning and maintaining buildings, and securing campus facilities to create an environment where ministry and life transformation can thrive.
We are seeking reliable and hardworking individuals with open availability on weekday mornings, evenings, occasional weekends and holidays. This is a part-time position ideal for someone who is task-oriented, detail-focused, and committed to supporting the mission of the church through their work.

Key Responsibilities

- Set up and break down rooms for various events and services
- Perform regular cleaning of facilities, including restrooms, hallways, classrooms, and event spaces
- Making coffee
- Handle minor maintenance tasks such as changing light bulbs, fixing minor repairs, and ensuring equipment is in working order
- Maintain the security of the campus by locking and unlocking buildings as needed
- Ensure all areas are safe, clean, and organized for the comfort of the church community
- Assist with event preparation and cleanup
- Respond to emergency cleaning or maintenance requests in a timely manner

Qualifications

- Open availability, especially weekends and holidays
- Previous experience in facilities management, cleaning, or maintenance preferred
- Ability to work independently with minimal supervision
- Detail-oriented with strong organizational skills
- Ability to lift up to 50 pounds and perform physical tasks
- Reliable and punctual with strong work ethic
- Must pass a background check
- A positive attitude and a willingness to contribute to a faith-based environment

Job Type: Part-time
Pay: $16.00 per hour
Flexible work schedule
Work Location: In person

If interested, please email your resume to cos@coswayne.org.

651 N Wayne Ave
Wayne, PA 19087