KNOX
PRESBYTERIAN CHURCH

Building Assistant

Reports To: Building and Grounds Supervisor & Director of Operations and Administration

Schedule: Part-Time (10–16 hours per week); typically Monday–Thursday, 4:30 PM – 9:30 PM, with occasional weekend availability required for special events, weddings, and funerals.

Compensation: $16.00 per hour

Position Summary

The Building Assistant provides essential hospitality, facility support, and building security during weeknight and weekend programs, meetings, and special events. This role ensures that rooms are properly configured and the facility remains clean, safe, and secure for all guests.

Key Duties and Responsibilities

- **Hospitality & Event Support:** Greet visitors warmly, direct them to their assigned rooms, and assist program leaders with on-site resource needs.
- **Room Setups & Turnovers:** Execute evening room setups based on schedules provided by the Building and Grounds Supervisor or Director of Operations and Administration. Break down and reset spaces at the end of the night for the next scheduled event.
- **Special Events (Weddings & Funerals):** Partner with Deacons and staff during weddings and funerals to ensure all facility requirements are met and promptly address any building needs that arise.
- **Audiovisual Troubleshooting:** Provide basic technical support during meetings and programs, including setting up and troubleshooting TVs, computers, microphones, and hybrid meeting equipment.
- **Custodial & Nightly Closing:** Empty trash from all used meeting rooms, vacuum/spot-clean as needed, turn off all lights, and verify that all exterior and interior doors are securely locked after the final event concludes.
- **Seasonal Grounds & Safety:** Clear snow and salt walkways, entrances, and stairs during inclement winter weather to maintain safe building access.

- **Minor Maintenance:** Assist with diagnosing and performing minor repairs on facility equipment within your scope of experience, reporting larger issues to leadership.

Qualifications & Skills

- **Initiative & Problem-Solving:** Demonstrated aptitude for leadership, creative problem-solving, and working independently as a self-starter.
- **Technical Proficiency:** Comfortable using basic audiovisual equipment and competent in Google Workspace (Gmail, Google Drive/Calendar) and Google Meet.
- **Communication:** Friendly, approachable demeanor with strong interpersonal skills when interacting with guests, volunteers, and staff.

Physical Requirements

- **Lifting & Carrying:** Ability to regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds (e.g., trash bags, boxes of supplies, tables, chairs), and occasionally lift or move more than 50 pounds with assistance or proper equipment.
- **Mobility & Stamina:** Ability to stand, walk, bend, stoop, kneel, crouch, reach overhead, and climb stairs or ladders for extended periods throughout a shift.
- **Equipment Operation:** Ability to safely operate commercial cleaning equipment, including vacuums, floor buffers, carpet cleaners, and basic hand/power tools.
- **Manual Dexterity:** Ability to grasp, push, and pull cleaning carts, mops, brooms, and furniture during room setups and teardowns.
- **Environmental Conditions:** Ability to work comfortably around standard commercial cleaning chemicals, dust, and moderate noise levels.
- **Outdoor & Seasonal Work:** Ability to work outdoors in varying weather conditions for tasks such as snow shoveling, salting walkways, leaf blowing, and minor exterior grounds maintenance.
- **Sensory Requirements:** Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus to spot maintenance issues or safety hazards.