

Facility Care & Maintenance (Part-Time)

Location: Princeton Evangelical Free Church

Position Type: Part-Time, Hourly

Hours: Approximately 10-15 hours per week

Position Summary

Princeton Evangelical Free Church is seeking a dependable and service-minded individual to help care for and maintain our church facility and grounds. This position supports the ministry of the church by helping provide a clean, safe, and welcoming environment for worship services, ministry programs, and community events.

This role expands beyond a traditional custodial position by including light maintenance, building oversight, and coordination of basic facility needs while still remaining part-time and hands-on in nature.

Compensation

Hourly Pay Range: \$20–\$26 per hour
(Based on experience and qualifications)

Primary Responsibilities

Cleaning & Facility Care (approx. 7-10 Hours/Wk During School Year)

- Perform routine cleaning of church spaces including:
 - Sanctuary
 - Classrooms
 - Offices
 - Bathrooms
 - Fellowship and common areas
- Prepare facilities for weekly services, events, and ministry activities.
- Assist with seasonal deep cleaning projects as needed.

Secondary Responsibilities (Flexible and Seasonal)

Light Maintenance

- Perform basic maintenance and handyman tasks such as:
 - Changing light bulbs
 - Minor repairs
 - Painting touch-ups
 - Simple carpentry or fixture repairs
- Monitor building conditions and communicate repair needs.
- Help maintain furniture, doors, locks, and church equipment.

Grounds & Seasonal Care

- Assist with outdoor upkeep including:
 - Lawn mowing and trimming
 - Snow removal and sidewalk salting
 - Leaf cleanup and seasonal maintenance
- Help keep entrances and outdoor spaces safe and presentable.

Facility Support & Coordination

- Communicate facility concerns or larger repair needs to church leadership.
- Coordinate with volunteers or outside vendors when needed.
- Help support preventative maintenance efforts and facility projects.

Qualifications

- General custodial or maintenance experience preferred.
- Basic knowledge of cleaning methods and safe facility care.
- Ability to perform physical tasks including lifting, climbing ladders, and outdoor work in various weather conditions.
- Dependable, organized, and able to work independently.
- Strong communication and teamwork skills.

Desired Qualities

- A servant-hearted attitude and willingness to support the mission of the church.
- Reliability, initiative, and attention to detail.
- Flexibility and willingness to assist with a variety of facility-related needs.

Schedule & Reporting

- Approximately 10-15 hours per week with a flexible but generally consistent schedule.
- Some flexibility for occasional evening or weekend needs related to church events or weather.
- Reports directly to the Senior Pastor and works alongside church leadership and volunteers.