



Job Description

Position: Facilities Associate
Revised Date: September 16, 2026
Reports To: Manager, Facilities
Employment Status: Full Time
FLSA Status: Non-Exempt
Hourly Requirements: 40 Hours Per Week; Tuesday – Saturday 1st shift
Location: Living Word, Red Lion, PA – On-site

Position Summary:

The Facilities Associate helps maintain a clean, safe, welcoming, and well-prepared environment for staff, volunteers, guests, and the congregation. Working Tuesday through Saturday, this hands-on role performs housekeeping and custodial duties, prepares and resets rooms for ministry activities and events, and responds to facility needs with reliability and a servant-hearted approach.

Key Responsibilities:

Housekeeping and Cleaning

- Clean and disinfect restrooms, including fixtures, partitions, floors, and high-touch surfaces; restock paper products and soap as needed.
- Sweep, vacuum, mop, scrub, and spot-clean floors, carpets, entrances, classrooms, offices, ministry spaces, and common areas.
- Dust and clean furniture, windows, glass, doors, desks, and other surfaces as assigned.
- Empty trash and recycling, replace liners, move materials to designated disposal areas, and promptly address spills, debris, odors, and depleted supplies.
- Clean offices, kitchens, classrooms, and other shared spaces, including counters, sinks, appliances, tables, furniture, and floors.

Room Setup and Event Support

- Set up and reset rooms according to approved diagrams or instructions, including arranging tables, chairs, staging, signage, and other furnishings.
- Clean and restore spaces promptly following classes, meetings, ministry programs, weddings, funerals, community events, and other gatherings.
- Coordinate with staff to confirm setup details and ensure rooms are clean, orderly, safe, supplied, and ready for use.

Facility Care and Safety

- Inspect the facility and promptly report maintenance needs, property damage, safety hazards, supply shortages, and security concerns.
- Complete authorized minor facility tasks, including replacing light bulbs, assembling furnishings, moving supplies, and making basic adjustments.
- Use and store chemicals, tools, ladders, equipment, keys, and supplies safely; maintain orderly custodial closets, work areas, and inventory.
- Assist with deep cleaning, seasonal projects, deliveries, storage organization, exterior cleanup, emergencies, and other facility priorities.

Teamwork and Service

- Provide courteous, responsive service to staff, volunteers, ministry partners, and guests while representing Living Word with professionalism and hospitality.
- Communicate completed work, unresolved concerns, and changing needs clearly and promptly to the Manager, Facilities.
- Collaborate with the Facilities team, provide support during high-demand periods, and help create distraction-free ministry environments.
- Steward church resources carefully and contribute to a culture of excellence, flexibility, teamwork, and service.

Qualifications

- High school diploma or GED required. Previous custodial, housekeeping, facilities, hospitality, or event-setup experience preferred.
- Demonstrated reliability, punctuality, attention to detail, and ability to complete assigned work with limited supervision.
- Ability to organize tasks, manage time well, follow written and verbal instructions, and adapt to changing priorities.
- Basic knowledge of safe cleaning practices and the proper use of custodial chemicals, tools, and equipment; willingness to complete required training.
- Ability to interact respectfully and professionally with staff, volunteers, ministry participants, vendors, and guests.
- Fully aligned with and actively supports Living Word's beliefs, mission, vision, and values.
- Vibrant, growing relationship with Jesus, marked by love for God's Word, people, and mission; has professed faith and been baptized.
- Demonstrates strong Christlike character and integrity.

Working Conditions and Physical Demands

This position requires frequent walking, standing, bending, stooping, kneeling, reaching, pushing, pulling, and repetitive movement. The employee must be able to lift and carry up to 50 pounds; move tables, chairs, equipment, and supplies; safely use step ladders and custodial equipment; and work with approved cleaning chemicals. This role requires non-traditional hours, including Saturdays. Work may occur indoors and outdoors and may involve exposure to dust, noise, temperature changes, and wet surfaces.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individual so classified.

Living Word expects all employees to work in accordance with the standards set forth in the LWCC staff handbook and policies document. Living Word retains the sole right to exercise all managerial functions set forth therein.