

**FIRST PRESBYTERIAN CHURCH  
Moorestown, NJ**

**Position Description**

**I. TITLE**

Maintenance Assistant

**II. PURPOSE OF POSITION**

Provides general maintenance and basic repairs to church facilities, sets up rooms for daily church activities and, when needed, assists with cleaning of the facilities (Monday – Friday).

**III. ACCOUNTABILITY**

Reports to Maintenance Supervisor, and accountable to Director of Administration, Head of Staff and Session.

**IV. WORKING RELATIONSHIPS**

Works with Maintenance staff and church volunteers

**V. RESPONSIBILITIES**

1. Assists the Maintenance Supervisor with everyday general maintenance of the church facilities.
2. Assists with basic repairs and painting church facilities and equipment.
3. Assists with the setup of rooms (tables, chairs, AV equipment, etc.) for church events.
4. Assists with clearing and salting of walkways and parking lot during snow events (normally on weekdays, but also on weekends or evenings depending on the timing of the snowfall).
5. When needed, assists with cleaning of the building. This includes emptying trash cans, dusting, vacuuming carpets, mopping floors, refilling paper towel, toilet paper and soap dispensers, etc.
6. As needed, is present as building custodian for evening and/or weekend funerals, weddings, concerts, church-wide events and events conducted at the church by outside groups.
7. Other duties as directed by the Maintenance Supervisor.

**VI. EVALUATION**

The Director of Administration will review the work of the Maintenance Assistant annually and a written appraisal of this review shall be submitted to the

Personnel Committee of Session and the personnel file of the Maintenance Assistant.

**VII QUALIFICATIONS**

1. A high school diploma or GED.
2. Previous experience as a maintenance worker is preferred.
3. A confessed commitment to the Christian life and Church.
4. Strong gifts in servant leadership.
5. Ability to work creatively and collegially with staff and church members.

**VIII WORK SCHEDULE**

Monday through Friday: 8:00am – 4:30pm, or as directed.

**IX EMPLOYMENT STATUS**

Full-time, Non-Exempt - This is a full time employment position with negotiated benefits in accordance with church policy.

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