



Now Hiring: Assistant Facilities Manager

Christ Church is an intergenerational, suburban church in Glen Allen, Virginia. The Assistant Facilities Manager (AFM) will work with the Facilities Manager to maintain and enhance our campus operations. Employees of Christ Church enjoy collaboration and collegiality as we work together, serving people of all ages in small and big ways, including “behind the scenes” work. Christ Church does not discriminate against any applicant for employment because of religion, race, age, sex, disability, or national origin.

Reports to: Facilities Manager

Status: Full Time

FLSA: Non-Exempt

Job Summary

The AFM will maintain the order, function and cleanliness of the church and all facilities.

Schedule: Sunday, 7:00 a.m. – 1:00 p.m.; Monday-Thursday, 8:00 a.m. – 5:00 p.m.

Essential Functions:

- Maintain all buildings in a clean and orderly fashion.
- Set-up before and clean-up after services, functions, and meetings.
- Inspect facilities and equipment; perform planned maintenance and repairs.
- Maintain all necessary cleaning and maintenance supplies.
- Keep sidewalks and walkways clear and unobstructed, including days of snow or inclement weather.
- Maintain security daily by closing and locking windows and doors and performing a perimeter-check before leaving each day.

Core Competencies

- Basic mechanical skills: understanding of and ability to work with electrical, plumbing and HVAC systems; basic repair and upkeep.
- Cleaning: experience in cleaning of public and institutional spaces, and dedication to maintaining cleanliness at a professional level.
- Interpersonal Skills: Ability to work well with all types of people. Able to listen carefully and discern issues and questions. Responds to requests in a timely and caring manner.
- Flexibility: Ability to use skills to complete ad hoc tasks and to move from one task to another, prioritizing as situations evolve.
- Resourcefulness: Approaches problems and tasks by looking at all options and choosing the most efficient and effective tools to get the job done. Able to apply fresh solutions to old problems.

To apply, please contact David Ellis, Facilities Manager, at d.ellis@ccerva.org

