

Job Description

Title: Facilities Support

Reports to: Facilities Manager

Location: St. John the Evangelist
Naples, FL

The Facilities Support job is part of the Facilities Team responsible for the maintenance and upkeep of the buildings and grounds. This is a part-time position, working Friday, Saturday, and Sunday 7:30-4.

ESSENTIAL DUTIES:

- Perform routine building maintenance
- Perform minor painting, carpentry, and electrical work (not requiring a licensed electrician, such as replacing light bulbs)
- Ensure that safety (including fire safety) and security policies are followed on the grounds and facilities
- Set-up and break-down for special events, per set-up requests
- Provide exceptional customer service to all ministries, event clients, parishioners, and guests
- Maintain assigned vehicle, tools, and equipment to ensure their safe, operating condition
- Report any deficiencies in regular maintenance or contractor performance to the Facilities Manager
- Liaise with contractors such as cleaning, landscaping, and air conditioning, as needed
- Work with Facilities Manager on plans and programs for improvements within the department
- Respond to work-related phone calls and emails in a timely and professional manner

SKILLS AND EXPERIENCE

- Candidate must have a high school diploma or GED
- Excellent organizational and communicational skills
- Ability to lift 75 lbs.
- Proficient with Microsoft Excel, Word, PowerPoint, and Outlook
- Must be able to pass a background check
- Must have clean driving record and a current driver's license
- Must be able to work Friday, Saturday and Sunday shifts; occasional nights for events