Title: Facilities Support Associate

Reports to: Lead Facilities Associate/Operations Manager

Location: St. John the Evangelist, Naples

The Facilities Support Associate works with the Facilities Team in maintaining a clean, safe, functioning, and organized campus. Additionally, the Facilities Support Associate completes event and meeting set-ups, performs routine and preventative maintenance, and supports Clergy and Staff.

Role and Responsibilities

* 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 Lead Facilities Associate
* Liaise with contractors such as cleaning, landscaping, and air conditioning, as needed
* Work with the Lead Facilities Associate on plans and programs for improvements within the department
* Respond to work-related phone calls and emails in a timely and professional manner

Qualifications and Education Requirements

* 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 weekend shifts; occasional nights for events and Faith Formation

Preferred Skills

The following skills are preferred for the Facilities Support position:

* CDL-Class C License desired