



Employment Qualifications: FCA
Effective Date: November 2023
Revision Date: November 2023

Church Operations Policy Section: Job Descriptions
Policy: Church Employment
Employee Classification: Non-exempt

POSITION: FACILITIES CARE ASSOCIATE

Policy

Statement: It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God's kingdom through the church; the position job description is intentionally goal oriented and presents general ministry qualifications as well as specific goal requirements for a successful and productive employment relationship with the church staff, congregation, and local community.

The qualified candidate:

1. Acknowledges Jesus Christ as his/her personal Lord and Savior.
2. Depends fully on the Lord's wisdom and the guidance of the Holy Spirit for strength for his/her daily activities.
3. Realizes that his/her performance, dedication, and attitude are under the scrutiny of both mature and new Christians as well as, unbelievers. He/she must ensure that all actions honorably reflect on Christ and the church.
4. Senses a purpose and calling by the Lord to serve the church, and readily exhibits gifts and talents that ensure success and productivity.
5. Is willing to adhere to the care guidelines located on the Facilities/Property Care Form.
6. Is willing to accept performance goals for his/her area of responsibility and be accountable for expected results.
7. Has the ability to work well in a team environment and is tolerant of the ideals, attitudes and actions of others.
8. Has basic technology capabilities including, but not limited to, Automated Church Systems, Microsoft Office Software, Web and mobile friendly.
9. Is willing to work effectively and flexibly as a member of the Facilities Care Team and receive direction from his/her direct Supervisor related Session Councils, and Staff.
10. Is interested in and capable of dealing openly, effectively, tactfully, and patiently with church personnel, church members, and the public presenting a strongly positive image of the church.
11. Must be able to manage stress and interruptions and be coachable, highly adaptive, cooperative, and flexible; working a schedule at times that may include holidays, weekends, and evenings.



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Principal

Function: The Facilities Care Associate promotes a welcoming, clean, and safe environment for members and visitors.

Skill Requirements: Proven working experience as a cleaner. Ability to handle cleaning equipment and machinery. Knowledge of cleaning chemicals and supplies. Integrity. Has a minimum of a high school diploma/GED or comparable experience.

Work Schedule: Mondays – Fridays, Saturdays and Sundays as needed for special ministry needs.
7:30 a.m. – 3:30 p.m.
Note: There must always be coverage for opening the church
Monday – Friday.

Outline of Responsibilities:

Facilities Care

1. Cleans, stocks, and supplies designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, and similar tasks).
2. Assists with all set-ups and set-up removals in preparation of worship, meeting, and all other ministry events.
3. Carries out deep cleansing tasks and special projects.
4. Completes appropriate form for any repairs or maintenance.
5. Completes minor repairs.
6. Notifies the Facilities Manager of occurring deficiencies or needs for repairs.
7. Follows all health and safety regulations.
8. Supports the work of the church by being pleasant and, as much as possible, knowledgeable of worship services, events, retreats, and staff/department activities/events as needed to assist visitors and congregants to participate and enjoy all such church activities and events.
9. Performs all other duties as assigned by direct Supervisor.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Facilities Manager
- Full Time, non-exempt position with applicable benefits per the current FPC Employee Handbook.

Compensation: \$xx,xxx.xx as salary.

Authorized: _____ Date: _____
 HR Committee Chair

Verified: _____ Date: _____
 Director of Administration

_____ Date: _____
 Facilities Manager

Acknowledged: _____ Date: _____
 Facilities Care Associate

Printed Name: _____ Date: _____
 Facilities Care Associate