



April 18, 2017

Facilities Assistant - part time

Central Presbyterian Church, a progressive, downtown Denver church seeks an experienced and responsible individual to provide custodial services, maintenance and event support for the church.

Duties include weekly supplemental cleaning the church rooms, sanctuary, hallways and bathrooms; general maintenance within the building such as routine plumbing, carpet cleaning and minor repairs; occasional setup and tear down for meetings; custodial support for outside groups; outside cleaning, lawn maintenance and snow removal when needed; trash removal; opening and closing of the building; maintaining appropriate inventory of cleaning supplies.

The qualified candidate must have custodial experience and be familiar with routine building maintenance and cleaning procedures. Must be able to work independently with minimal supervision.

Must have ability to work well with the public, church staff members, volunteers and visitors. Must reflect the Church's commitment to treating all persons with dignity and respect.

Must be able to understand and speak English and have the ability to understand verbal and written information and instructions. Good verbal communication skills are important to respond to requests for assistance from groups using the church for meetings and scheduled events.

Position requires a high school diploma or general education degree (GED) plus 1-2 years of related experience and/or training; or equivalent combination of education and experience. Valid driver's license required.

This is a part-time position (24 hours per week). The weekly schedule may vary but will include Sundays 7:30am - 1:30pm, plus some evenings. Competitive pay and benefits are provided.

We conduct background checks as part of our hiring process. Pre-employment drug screen required. All applicants must be legally entitled to work in the United States.

The position is open until filled but prompt applications are encouraged.

Send resume or letter with background experience and qualifications to hughcentral5@gmail.com, Attn: Search Committee, or mail to

Central Presbyterian Church
Attn: Search Committee
1660 Sherman Street
Denver, CO 80203