

Facilities Assistant Job Description
First Presbyterian Church Fort Worth



Position:	Facilities Assistant	Reports To:	Chief Engineer / Facilities Manager
FLSA Status:	Hourly, Non-Exempt	Schedule:	Full-time, rotating schedule, frequent weekends (Saturdays and Sundays), with OT as needed
Location: 1000 Penn St., Fort Worth, TX 76102			

To apply, email your resume to HR@fpcfww.org

Opportunity:

Since 1873, First Presbyterian Church Fort Worth has been a vibrant source of faith and catalyst for community change. We operate a thriving early education center for children up to 5 years old and serve over 1,000 neighbors weekly through our community outreach programs. Known for our inclusive and caring environment, we're seeking passionate people to join our mission-driven team, where exceptional benefits match meaningful work.

Contributions Defining Impact:

The essential functions listed are representative of those required to successfully perform the job.

- Responsible for maintaining a clean, sanitary, and welcoming environment in all areas of the church, including worship spaces, offices, restrooms, meeting rooms, and common areas.
- Perform light and heavy cleaning including but not limited to: vacuuming, sweeping, floor mopping and polishing, cleaning and disinfecting restrooms, emptying of trash cans, power washing, or sanitizing equipment and surfaces
- Respond to facility-related requests, such as building security, event setup/breakdown, cleaning, and preventative maintenance of all First Pres buildings and equipment. Load, unload, and route deliveries within the buildings as necessary
- Provide daily cleaning for all the operations including but not limited to: offices, places of worship, drinking fountains, kitchens, conference rooms, hallways, external perimeters, and restrooms
- Collaborate and partner with team members, departments, and volunteers to help each area achieve their goals
- In collaboration with the facilities team, ensure the church facilities are safe, clean, and well-maintained to support the staff, congregation, and community activities
- Maintain church grounds, ensuring outdoors are clean, safe, and aesthetically pleasing. Move event signage to designated locations; power washing; and cleaning walkways and parking areas
- Monitor and report inventory levels of cleaning supplies and equipment
- Replenish supplies in restrooms, kitchens, worship spaces, classrooms, and other areas as needed
- Notify the Facilities Manager of any needed repairs or replacements of cleaning equipment
- Keep work areas free of unsafe conditions, follow all safety protocols, and use products and equipment according to the manufacturer's instructions
- Embody and uphold the organizational core values: radical hospitality, intentional unity, transformational relationships, and humble service
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

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Essential Requirements:

Education & Experience

- Two (2) years of previous experience cleaning buildings is required
- Knowledge of proper cleaning techniques and materials
- High school diploma or equivalent preferred
- Experience in church life, regardless of denomination, is desirable

Knowledge, Skills & Abilities

- Ability to work in a fast-paced environment, sometimes under pressure, while remaining flexible, efficient, and maintaining a pleasant demeanor
- Strong organizational and time management skills to prioritize tasks, adapt to changing circumstances, and manage multiple projects simultaneously
- Familiarity with safety regulations, and other relevant safety and compliance standards
- Ability to prioritize, be flexible, and dynamically rearrange their daily schedule in alignment with the evolving calendar of activities.
- Attention to detail and a commitment to maintaining high standards of cleanliness and customer service
- Knowledge and proper use of PPE and protocols
- Competent in problem resolution, assessing the situations objectively, and managing unexpected emergent situations with composure
- Capable of working independently with minimal supervision, following verbal and written instructions in English, adhering to process protocols, and applying established protocols in a timely manner. Ability to work collaboratively in a team environment and with other departments
- Intermediate English communication skills to effectively understand and follow directions and positively interact with church staff and congregants
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

Environment:

The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for individuals with disabilities.

- This role is crucial in ensuring that the church presents a hospitable atmosphere for all visitors, congregants, and staff; and therefore, punctual and daily onsite attendance is required. Some weekends and overtime may be required.
- Constant movement throughout buildings, properties, and levels, and ability to frequently stand, walk, stoop, kneel, bend, crouch, twist, squat, crawl, push/pull, and lift up to 50 pounds regularly using proper lifting techniques. Digital dexterity is required to retrieve, assemble, and clean and reach items with hands and arms
- Visual acuity to perform activities, such as hazard identification, counting, or reading schedules/instructions
- Must be able to hear with aid, communicate effectively, and respond quickly to sounds or emergencies in a potentially noisy environment
- Ability to operate equipment commonly used in general cleaning/housekeeping
- The work environment is primarily indoors with occasional outdoor activities in varying weather conditions

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- Frequent exposure to bodily fluids, illness-causing bacteria and viruses, dust, and cleaning supplies, or other particles are expected. May be exposed to slippery or uneven walking surfaces
- Must adapt to workplace stressors like noise, emergent situations, and competing priorities while maintaining the cleanliness and safety of the facilities
- Ascend or descend ladders, stairs, ramps and the like using feet and legs or hands and arms
- Ability to travel between our two locations (Penn St. & Hemphill St.) as needed

Other Duties:

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and may change at any time, with or without notice.

Team:

At First Pres, we foster a diverse team united by empathy, authenticity, and collaboration. Our workplace promotes growth and mutual support, guided by our core values: humble service, transformational relationships, and radical hospitality.

As an equal opportunity employer, we welcome all qualified candidates eligible to work in the United States; however, we are not able to sponsor visas.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity and **begins at \$16.00 per hour**, paid on a semi-monthly basis.

Full-time employees are immediately eligible to participate in our robust benefits package on day 1! Our comprehensive benefits package includes:

- 100% employer-paid individual health coverage
- 100% employer-paid life, AD&D, and long-term disability insurance
- Immediate 100% retirement match, up to 6% of your earnings, with no vesting period
- Optional employee-paid benefits include family health coverage, dental, vision, and temporary disability are available

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By signing below, the employee confirms understanding and acceptance of the job description, which may change without notice and may include unlisted duties at the organization's discretion.

Employee

Employee Signature

Date