

St. Luke's Episcopal Church, Salisbury, NC

Open Position: **Facility and Event Assistant**

Reports to: Rector, other staff as designated

Apply to: [rblack@SLS.church](mailto:rblack@SLS.church)

Compensation: \$20/hour for up to 5 hours/week, paid biweekly. Position will always be paid a minimum of 2 hours/week (even if there are not 2 hours of work to be done).

General Description: We seek an individual who will assist our staff and volunteers to ensure that our facilities provide a welcoming, safe, and well-maintained environment for our active church community.

Duties:

- Carry out basic facility repairs and maintenance
- Picking up litter around campus at least once/week
- Weekly walkthrough of campus to check for and report any issues needing further attention
- Setting up tables & chairs for events, and cleaning up afterwards
- Occasional janitorial work if cleaning is needed between bi-weekly cleanings by janitorial service
- Occasional yardwork if something is needed between services from yard service
- Occasional help moving large/heavy items
- Occasional picking up of supplies (mileage to be reimbursed) for events
- Changing lightbulbs, as needed
- Assist with making sure trash cans are moved to/from curb for weekly collection

Qualifications:

- Friendliness and dependability
- Takes initiative in attending to issues around the campus
- Ability to lift moderately heavy items, use ladders, and setup folding tables
- Willingness to have a background check and attend required church staff trainings

Expected Hours (these are flexible):

- 1 hour on either Sunday afternoon/evening or Monday morning to cleanup from Sunday events
- 30 minutes for weekly campus walkthrough and litter pickup
- Trash cans go to curb on Monday afternoon/evening and get brought in on Tuesday afternoons
- 30 minutes on Wednesday afternoon to set up tables/chairs for meal
- 30 minutes on Wednesday evening or Thursday morning to move tables/chairs from meal
- 30 minutes on Saturday, or Sunday morning, to setup for church events on Sunday
- Other hours are to be filled as needed
- During summer months, there will be fewer duties