

Job Title:	Facilities Support	Job Category:	49-9071 (BLS SOC)
Department/Group:	Operations	Job Code/ Req#:	FS
Location:	Church Office	Travel Required:	None
Level/Salary Range:	\$9.00 - \$12.00 an hour	Position Type:	Part-Time / Shift
HR Contact:	Jean-Paul Boucher	Date posted:	February 16, 2016
Will Train Applicant(s):	Jean-Paul Boucher	Posting Expires:	December 31, 2016
External posting URL:	http://saintjohntheevangelist.com/		
Internal posting URL:	https://sje.sharepoint.com		
Applications Accepted By:			
E-MAIL: info@saintjohntheevangelist.com Subject Line: Attention: Facilities Support Opportunity		MAIL: Jean-Paul Boucher General Manager, Saint John the Evangelist Catholic Church 625 111 th Avenue North Naples, FL 34108	
Job Description			
ROLE AND RESPONSIBILITIES			
<p>A Facilities Support employee at Saint John the Evangelist Catholic Church is required to proactively support, operate, and maintain the campus, grounds, facilities, and essential equipment of the physical plant as well as provide onsite setup and support for all events on our grounds. This hourly position will include work on evenings and weekends. It includes responsibilities in the following major areas:</p> <ul style="list-style-type: none"> • Building Maintenance and Repair • Grounds Maintenance and Repair • Event Setup and Support • Utilities Maintenance (Power, Water, Gas, etc.) • Industrial Kitchen Maintenance • Follow all Manuals and Procedures of the Organization • Safety and Code Inspections • Customer Service 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Candidate must have a high school diploma or GED.			
PREFERRED SKILLS			
The following skills are preferred for the Facilities Support position:			
<ul style="list-style-type: none"> • Catholic Church Procedures and Requirements Understanding for Facilities 			
ADDITIONAL NOTES			
N/A			
Reviewed By:	Ovidio Moreno	Date:	February 16, 2016

Approved By:	Jean-Paul Boucher	Date:	February 16, 2016
Last Updated By:	Jean-Paul Boucher	Date/Time:	February 16, 2016