

Purpose

Further the overall mission of Community Alliance Church by serving in the facility department with the purpose of providing a physical environment that facilitates ministry.

Time Expectation

- 10-15 hours per week (varies week to week)
- Approximately 1 Saturday and 1 Sunday per month
- 1-2 evenings per week

Qualifications

- Friendly personality with ability to interact positively with those using the church facility
- Flexibility to adjust to changing needs
- Servant-oriented, willing to do what is needed to get the job done
- Troubleshooting skills to calmly assess problems and work out solutions
- Motivated worker who can follow through on assignments
- Attention to detail in following procedures and processes
- Working knowledge of everyday technology (TV, DVD/Bluray Players)
- Hands-on maintenance/repair skills a plus but not required
- Minimum physical qualification: able to lift 50lbs and climb 10' step ladder
- Willing to submit to a pre-employment physical, background check and drug test

Responsibilities

- Perform open and close procedures for events at the church facility (eg. Unlocking/ locking doors, checking for proper set-up, turning on/off light, etc.)
- Provide staff presence during church and community events to resolve facility issues that arise (eg. A/V, temperature, spills, supplies, etc.)
- Set up and tear down for events based on events schedule and worksheets (eg. Tables/chairs, projectors/TV's, removing trash, resetting rooms, etc.)
- Do building walkthroughs and inspections (burned out bulbs, damaged equipment, etc.)
- Shovel snow, spread ice melt, and drive lawn tractor with snow plow.
- Maintenance and repair as needed and as able (eg. leaf raking, mowing, painting, changing light bulbs, minor projects, etc.)
- Additional facility related duties may be assigned as needed.

Reports To

- Facility Manager

To Apply

Submit completed application (see below) to staffopenings@butlercac.org or mail it to 800 Mercer Rd., Butler, PA 16001, Attn: Gary Schulz. Questions? Call Gary Schulz at 724-282-0230, x. 220



COMMUNITY ALLIANCE CHURCH

Employment Application

Applicant Information

Name: _____ Date: _____
Last First MI

Address: _____
Street/PO Box

City State ZIP

Phone: _____ Email: _____

Date Available: _____ Position Applying For: _____

I am willing to submit to a pre-employment background check and drug test: Yes No

I am regularly available to work evenings and weekends as required by the job description: Yes No

Are you eligible to work in the US? Yes No

Have you ever been convicted of a felony? Yes No If yes, please explain: _____

Education

High School: _____ From: _____ To: _____

Did you graduate? Yes No

College: _____ From: _____ To: _____

Did you graduate? Yes No Degree: _____

Other: _____ From: _____ To: _____

Did you graduate? Yes No Degree: _____

Employment History

1. Company: _____ Phone: _____

Address: _____

Position: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving? _____

May we contact your supervisor for a reference? Yes No

2. Company: _____ Phone: _____

Address: _____

Position: _____ Supervisor: _____



COMMUNITY ALLIANCE CHURCH

Employment Application

Responsibilities: _____

From: _____ To: _____ Reason for leaving? _____

May we contact your supervisor for a reference? Yes No

3. Company: _____ Phone: _____

Address: _____

Position: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving? _____

May we contact your supervisor for a reference? Yes No

Personal References

Please list three reference that are not relatives.

1. Name: _____ Relationship: _____

Phone: _____ Address: _____

2. Name: _____ Relationship: _____

Phone: _____ Address: _____

3. Name: _____ Relationship: _____

Phone: _____ Address: _____

Additional Information

Please describe any additional skills, training or certifications you have that might be relevant to the position for which you are applying (feel free to attach a resume or additional information on a separate sheet): _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in termination of my employment.

Signature: _____ Date: _____