



## **Facilities Assistant**

**Purpose:** This position supports Wrightsville UMC's leadership and ministries by maintaining all properties of Wrightsville UMC in clean, safe and working order to provide for the ministries and events of the church and further the vision of Wrightsville UMC. This position has a flexible schedule, but will average 15-20 hours per week depending on church events.

### **General job description and expectations for all Wrightsville UMC staff members:**

Make disciples of Jesus Christ in one's area of ministry

Work together as a team with other staff members, committees, and lay servants/volunteers

Abide by and enforce the Safe Sanctuaries policies of the church

### **Reports to: Director of Facilities**

### **Primary Duties and Responsibilities:**

Manage daily work orders and duties assigned by the Director of Facilities with self motivation and awareness of general public needs preparing the church for its staff and congregants

Deliver large packages from front office to recipients at any one of three locations

Biweekly replacement of 50 gal. water jugs as needed at WB, Oleander and Landing buildings

Daily pick up of trash on main campus and the WOO. Put trash cans by the street for pick up twice a week.

Collect recycling from various building recycle boxes at 2 locations and deliver to recycling bins at TOWB

Daily monitoring of parking lots, adjusting parking signs as necessary, and bringing flags in from Sunday services

Provide set-up and break down for all classes, groups and events as requested

Inventory and maintain supplies in the janitorial and cleaners' maintenance closets

Provide routine maintenance services such as changing large system filters, batteries, hand sanitizers, general replacements and small repairs. Report larger issues to Director of Facilities.

Keep a variety of areas such as the elevator, kitchen hood, building backflow, alarm systems, moisture monitors, fire alarms/extinguishers, smoke detectors, ADE medical boxes prepped, up to code and ready for any random inspections.

Monitor, correct and sanitize bathrooms and replenish bathroom supplies

Detail and maintain the outside property between landscaper visits.

Be able to set up and climb a ladder to assist in preparing the Sanctuary for seasonal events

Serve as a point of contact for large repairs and inspectors when requested by the Director of Facilities

Fulfill storm prep directives as outlined by the Bd of Trustees and assigned by Director of Facilities

Submit expense vouchers for all expenditures in a timely manner

Other tasks assigned by the senior pastor which are needed to fulfill the church's goals and spiritual needs.

Interested applicants should contact Gina Martin, Director of Facilities, at [gina@wrightsvilleumc.org](mailto:gina@wrightsvilleumc.org).

This job posting is scheduled to close June 1, 2026

WRIGHTSVILLE UNITED METHODIST CHURCH

PO BOX 748, 4 Live Oak Drive, Wrightsville Beach, NC 28480

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Wrightsville UMC Leadership reserves the right to revise the position, its job functions, and other aspects of the position in any way at any time.*