

# **Assistant Property Manager**

## **Alpharetta Presbyterian Church**

### **Hours:**

15 hours per week, Monday-Friday and occasional weekends/evenings as needed; hours to be determined.

### **Supervision:**

This position is supervised by and reports to the Property Manager.

### **Responsibilities:**

Work with Property Manager to assure that the church facility, equipment, and grounds are well-kept, safe, attractive, and prepared for daily operation.

Assist the Property Manager in attending to items such as general maintenance, cleaning, renovations, painting, updating light fixtures to conserve energy, adjusting thermostats and other property/facility needs.

Assist with room set-up, break-down, A/V or HVAC needs as needed.

Conduct routine inspections of the outside property/building and each interior room to identify needed repairs/maintenance.

Treat all church and dayschool staff, members, and facility guests in a way that is courteous, responsive, efficient and helpful.

Perform other tasks as may be assigned by the Property Manager, Property Committee or Office Manager.

### **Qualifications:**

A high school diploma or GED equivalent is required. A degree from an accredited 2 year college is preferred. Competence in building maintenance and grounds keeping are essential. The ideal candidate will be a self-starter and have good interpersonal, computer and organizational skills. The job requires successful completion of a criminal records and child abuse background check, a valid driver's license and the ability to perform physical tasks that include climbing step ladders, lifting and carrying supplies and moving tables/chairs.