

Building & Campus Care Assistant

Location: Shepherd of the Hills Presbyterian Church 11500 E 20th Ave Lakewood, Co 80215

Commitment: 6 – 10 hours per week

Compensation: \$21 – \$26/hour (dependent on experience)

Role Overview

Are you someone who takes pride in creating welcoming environments? Do you love seeing the tangible results of your hard work? We are seeking an energetic and detail-oriented **Building & Campus Care Assistant** to join our team.

In this role, you are the behind-the-scenes hero responsible for the day-to-day health and functionality of our 7-acre campus. You'll be partnering directly with the Director of Operations to ensure our facility is always guest-ready, safe, and set up for success for every event we host. If you have an eye for maintenance and a heart for helping our community thrive, we want to meet you!

Essential Functions

1. Campus Stewardship & Property Health

You will be the primary guardian of our campus's appearance and condition. Your work directly impacts how our guests and partners experience our space.

- **Grounds Upkeep:** Proactively maintain our park areas and exterior property by removing debris and ensuring our grounds remain clean, safe, and inviting.
- **Facility Wellness Checks:** Conduct weekly inspections of our indoor facilities—including lighting, climate controls, restroom functionality, and door security—to ensure everything is working perfectly.
- **Light Maintenance:** Assist in light-duty repairs and improvement projects, helping us keep our facilities in top-tier condition.

2. Event Excellence

You are a vital partner in ensuring that every gathering on our campus runs smoothly from start to finish.

- **Collaborative Planning:** Meet with the Director of Operations to align on event workflows, special requirements, and evolving needs for our weekly events.
- **Hands-On Execution:** Manage the physical setup and teardown for events, ensuring the room, space, and equipment are perfectly prepared for our guests.
- **Operational Support:** Provide on-the-ground support during events as needed to ensure a seamless experience for all attendees.

Why Join Us?

At SOTH, we value our team and the work they do to steward this property. You won't just be "doing tasks" you'll be directly contributing to the mission of our campus by providing a safe, clean, and welcoming environment for the community to gather, learn, and worship.

If interested in applying for the position, please call Todd at 303 -720-9490.