

**FACILITIES ASSISTANT
Position Description**

Position Title:	Facilities Assistant
Reports To:	Facilities Manager
Supervises:	No supervised personnel
Status:	Part time
Date:	12/11/17
Approved By:	Facilities Manager Rich Brooks Director of Administration and Finance Jim McClanahan

This position description will be reviewed periodically and is subject to change.

PRIMARY PURPOSE OF POSITION

- The primary responsibilities of the Facilities Assistant are 1) to help the Facilities Manager keep Grace's building and grounds neat, clean, functional, and safe, and 2) to help the Facilities Manager prepare the facilities for events

ESSENTIAL FUNCTIONS (This list of essential functions is not exhaustive and may be supplemented and changed as necessary.)

1. Perform routine cleaning duties, including dusting, vacuuming, washing, straightening, organizing, polishing, carpet cleaning, tile floor refinishing, removing trash, and removing snow
2. Set up for, assist with, and dismantle events
3. Perform basic electric, plumbing, carpentry, and plastering/painting repairs and maintenance
4. Perform non-routine cleaning, organizing and maintenance tasks, as needed
5. Observe and make cleaning and maintenance suggestions to the Facilities Manager
6. Open and close the building, when directed

OTHER FUNCTIONS (This list of other functions is not exhaustive and may be supplemented and changed as necessary.)

1. Any other cleaning and maintenance duties assigned by the Facilities Manager

QUALIFICATIONS

1. Basic electrical, plumbing, carpentry, and painting/plastering skills
2. Effectively operate basic hand and power tools
3. Read, understand and follow written and oral instructions and directions
4. Communicate and interact effectively with church and school staff, church members, school parents, volunteers, vendors, contractors, and children
5. Supervise vendors and contractors, when directed

CERTIFICATES, LICENSURES, REGISTRATIONS

- None required

MENTAL DEMANDS

1. Pride in quality, physical appearance, and organization of building and grounds
2. Proactive and self-motivated
3. Energetic, enthusiastic can-do attitude
4. Team player

PHYSICAL DEMANDS

1. Walk, grip, lift, push, pull, stretch, bend, crawl, and climb
2. See, hear, speak, read and write

WORK ENVIRONMENT

1. Work indoors and outdoors
2. Work before or after normal business hours and on weekends, as needed

TOOLS AND EQUIPMENT

- None required