



## Job Description

<b>Job title</b>	Facilities/Custodial Assistant
<b>Department(s)</b>	Main Campus
<b>Reports to</b>	Facilities Manager
<b>Division</b>	Operations

### Position Overview

Assists with maintenance, custodial duties, servicing of facilities and building operations. Disciples clients, and trains and leads men and volunteers.

### Essential Job Functions

- Assists in general maintenance, custodial duties, repair activities to buildings and facilities in a variety of trade areas including but not limited to: carpentry, electrical, HVAC, plumbing, painting, and refrigeration
- Learns and follows proper procedures
- Identifies root cause of building and facilities issues, determines and implements proper corrective action
- Assists work projects
- Performs and leads teams of men in custodial duties including cleaning buildings and facilities, cleaning and restocking restrooms, emptying trash.
- Performs a variety of landscaping duties including mowing lawns and caring for plants and shrubs.
- Performs snow removal
- Organizes set up and break down of Mission events, both on and off site
- Assists with and monitors the use and maintenance of vehicles
- Assists with product/supply inventory
- Demonstrates godly character
- Leads clients in developing strong work ethics and life skills
- Organizes and leads volunteer groups

### **Basic Qualifications**

- High School diploma or GED
- 5 years of experience in general building trades including maintenance, custodial and/or building operations
- Proficient in Microsoft Outlook and Word
- Driver's License with clean driving record
- Strong ability to transition and multitask
- Willing and able to work different shifts as needed
- Creative, well organized, assertive and a team player
- Strong communication skills
- Demonstrated ability to disciple others

### **Spiritual Qualifications**

- Professes Jesus as Lord and Savior
- Believes the Bible to be the inspired, infallible, & ultimate authoritative Word of God (II Timothy 3:16; II Peter 1:21)
- Patterns life after the example of Jesus and the commands and principles found in the Bible
- Desires to serve the Lord in the ministry of rescue

### **Essential Physical and Mental Functions**

- Stand or walk constantly (for up to an entire shift) on various surfaces (tile, concrete, carpet)
- Climb stairs and ladders
- Constantly bend/twist at waist/knees/neck to perform various duties
- Lift, carry, or move 100 pounds
- Constant use of both hands and arms in reaching/handling/grasping
- Lift both arms over the head, holding items overhead
- Constant use of eyes (correctable vision to normal level required) to observe, read, interact with public and co-workers, view security monitors; includes hand/eye coordination
- Read, understand and clearly speak English; constantly use speech and hearing (correctable to normal level required) in communicating with public/co-workers, giving and receiving instructions, using phones
- Work in various environments including adverse outdoor conditions such as cold, rain or heat;
- Constant mental alertness and attention to detail required while setting priorities and following up on assignments
- Must possess effective written and oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner; must be able to use initiative and independent judgment within established guidelines
- Must be able to frequently prepare written reports and logs in neat, legible handwriting;
- Must be able to communicate professionally via computer programs such as Microsoft Outlook
- Must be able to read and understand all operating procedures and instructions
- Must be able to handle pressure of constantly working with individuals in crisis

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

HR use only	
Management? (Yes/No)	No
E/NE status	Non-Exempt
Last revised	April 5, 2017