



*Making a Difference...One Life at a Time*

## HUMAN RESOURCE MEMO

To: All Employees  
From: Margaret Lamar / Human Resource Generalist  
Date: June 25, 2021  
Re: Job Posting

### **FACILITIES SUMMER ASSOCIATE (Temporary Part-time Position 20 - 30 hours/week with flexible hours and days)**

The Facilities Summer Associate will be responsible for assisting the Maintenance Manager in all areas of grounds keeping needs within Cedar Ridge Ministries as directed. Their primary work will be to oversee the grounds keeping needs of Cedar Ridge with support given by the Facilities Supervisor and the Maintenance Associate when needed.

Specific Duties and Responsibilities would include assisting with grass cutting, trimming, weed removal, mulching, rock removal, landscaping and planting on facility grounds and other areas as needed and assigned.

#### **JOB QUALIFICATIONS:**

1. Must be at least 18 years of age.
2. Must possess a valid driver's license and maintain a good driving record.
3. Must be self-motivated, capable of working alone, and possess the ability to keep focused.
4. Preferred by not required: Possess mechanical skills and the ability to operate mowing and trimming equipment.

**If you are interested in this position or would like further details, please contact Margaret or Twila in the Human Resource Department.**

Children's Home & School ✉ WCRH-90.5FM