

HUMAN RESOURCE MEMO

FACILITIES ASSISTANT

(Part-time Position)

The Facilities Assistant is responsible for assisting the Facilities Department in all areas including grounds keeping, mowing and snow removal; drywall, electrical, plumbing and woodworking; mechanical work; and supply pick-up and delivery within Cedar Ridge Ministries as directed, with support given by other maintenance staff. 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 21 years of age or older.
2. Must have high school diploma or equivalent - prefer vocational or specific job-related training.
3. Must have valid driver license and possess a good driving record.
4. Must have a general knowledge and working ability in the following areas: Carpentry (finishing and roughing), plumbing, electrical, concrete work, dry wall, painting, minor auto repair and maintenance, and grounds keeping and the physical ability to do this kind of work over a long period of time.
5. Must be a team player and be willing to work under a supervisor and with peers and others in the organization in a cooperative manner to accomplish tasks.
6. Must affirm Judeo-Christian values. This affirmation includes agreement with the Cedar Ridge statement of faith and behaviors consistent with traditional Biblical moral values:

The Employee Handbook further states that employees who engage in open, notorious immorality; including, but not limited to, violence, dishonesty or slander, sexual activity outside of marriage, theft, or conduct illegal activities under applicable local, state or federal law are subject to discipline up to and including termination of employment.

7. Must pass a detailed background investigation.

If you are interested in this position or need additional information, please contact Margaret or Twila in the Human Resource Department