

HUMAN RESOURCE MEMO

To: All Employees
From: Margaret Lamar / Human Resource Generalist
Date: July 12, 2021
Re: Job Posting

FACILITIES ASSISTANT (Fulltime Position 40 hours/week 12 months/year)

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.
2. Must possess a valid driver's license and maintain a good driving record.
3. Must possess a high school diploma or equivalent (prefer vocational or specific-job related training).
4. Must have general knowledge and working ability in the following areas: carpentry (finish and roughing), plumbing, concrete, electrical, drywall, painting, minor auto repair and maintenance, and grounds keeping. Must possess the physical ability to do this kind of work over long periods of time.
5. Must be a team player 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 adherence to behaviors consistent with traditional Biblical moral values.

NOTE: 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. Potential hire must pass a detailed background investigation.

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