

HUMAN RESOURCE MEMO

From: Margaret Lamar
Re: Facilities Assistant Job Posting

FACILITIES ASSISTANT **(Part-time Position for 20-30 hours/week with Flexible Schedule)**

The Facilities Assistant is tasked with assisting the Facilities Department with grounds keeping duties. Responsibilities include assisting with mowing grass, trimming weeds, removing weeds and rocks, mulching, landscaping planting, and other duties as directed on Cedar Ridge grounds.

JOB QUALIFICATIONS:

1. Must be at least 18 years of age or older.
2. Must have valid driver license and possess a good driving record.
3. Must be self-motivated, capable of working alone and possess the ability to keep focused. It would also be helpful to have the ability and knowledge to operate mowing and trimming equipment.
4. 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.
5. 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.

6. Must pass a detailed background investigation.

If you need further details, please contact Margaret or Twila in the Human Resource Department.