

HUMAN RESOURCE MEMO

FACILITIES ASSISTANT

(Full-time 40 hours per week)

The Maintenance Assistant is responsible for assisting the Maintenance Department in all areas including grounds keeping, mowing and snow removal; drywall, electrical, plumbing and woodworking; mechanical work; and supply pick-up and delivery as directed, with support given by other maintenance staff. Specific duties and responsibilities 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 with vocational or specific job-related training preferred.
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:
7. Must pass a detailed background investigation.

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