



FACILITIES

JOB DESCRIPTION

Title: Summer Maintenance Worker

Status: Non-Exempt Employee/Classified hourly

Reports to: Maintenance Coordinator

General Description: Responsible for general custodial duties and moving heavy furniture.

QUALIFICATIONS:

Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Supports schools' mission, vision, and core values.

Knowledge and Experience

- Must be able to communicate well with students, staff, and parents.
- Arranges furniture and equipment for the purpose of providing adequate preparation for special events.
- Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
- Performs basic daily custodial responsibilities.
- Consistently exhibits a positive attitude toward life and toward people.
- Is a positive example in appearance, posture, language, etc.
- Presents a positive representation to students, parents, and the community.
- Works successfully with families and staff.
- Listens to others without interrupting; keeps emotions under control.
- Maintains confidentiality.
- Welcomes counsel and constructive critique.
- Ability to interact appropriately in potentially volatile situations.

ESSENTIAL FUNCTIONS

Spiritual Leadership

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Encourages students to accept God's gift of salvation and supports their growth in Christian faith.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration, and staff.

Position Responsibilities

- Perform general maintenance and repair tasks or janitorial duties at either school site, in a variety of areas and as assigned by the Facilities Coordinator/Principal and adheres to the schedule provided, accomplishing tasks in a timely manner.
- Perform only those maintenance and repairs that do not require a license or perform maintenance and repairs under the direct supervision of a licensed technician.
- Perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
- Keep a log of all maintenance functions and repairs performed.
- Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
- Protect confidentiality of records and information gained as part of exercising professional duties.
- Recommends improvements in effectiveness and efficiency of the maintenance operations of the school.
- Establish and maintain effective, Christ-centered relationships based on mutual respect and trust and work collaboratively with students, staff, and parents.
- Completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

Physical Demands

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- Exhibit manual dexterity to dial a telephone, enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.
- Must have good depth perception, peripheral and distance vision.
- Hear and understand speech at normal classroom levels outdoors and on the telephone/security radio.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone/security radio.
- Physical agility to lift or move up to 50 pounds.
- Ability to bend, stoop, climb stairs, reach overhead, and move classroom furnishings.

Note: *This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.*

I have read and understand this job description and will retain a copy for my records.

Signature: _____ Date: _____