

Facilities Assistant
Peace Lutheran Ministries
Job Description

1. **Introduction** – The Facilities Assistant works with the Facilities Manager of Peace Lutheran Ministries, who together with all staff and members of the congregation work to accomplish our Lord's mission to strengthen each other in Him so that we share His love and Good News with everyone. This position assists the Facilities Manager with building and grounds maintenance, repair, and custodial duties and is under his direct supervision.
2. **Qualifications** –
 - a. Experience and skills in the areas assigned to this position preferred.
 - b. Good physical health with the ability to lift at least 50 lbs, climb ladders, and accomplish maintenance and custodial tasks both inside and outside during all seasons of the year.
 - c. Experience and skills in working with a team of people to accomplish tasks. This will include working with other staff in the church, school, and childcare; and with volunteers to accomplish some projects.
 - d. Self-starter who can see what needs to be done and accomplish it.
 - e. Well organized individual who can manage his/her time well to accomplished assigned tasks.
 - f. Flexible person who can adjust to the changing needs of our growing ministries.
 - g. A Christian who regularly grows in faith through worship and service to Christ. A person who will represent Christ and Peace through their behavior and attitude while interacting with staff, members, students, and guests both while on and off duty.
 - h. Willingness to learn.
3. **Supervision** – The Facilities Assistant is an employee of Peace Lutheran Ministries. He/she is under the direct supervision of the Facilities Manager. A yearly review will take place with the Facilities Manager.
4. **Salary & Benefits** – This will be a 25-30 hour a week position limited benefits (retirement, disability, and life insurance).
5. **General Responsibilities** –
 - a. Basic day to day housekeeping duties: Cleaning restrooms, lunch room, hallways, classrooms, offices, etc.
 - b. Basic HVAC maintenance and repair as needed.
 - c. Minor electrical maintenance (lights, outlets, circuits, etc.).
 - d. Lawn care and snow & ice removal.
 - e. Participate in any required staff meetings.
 - f. Basic security duties, staying alert and keeping watch over the facilities while on duty.