

Rolling Hills Covenant Church

Job Description

Title General Maintenance Support		Reports to: Operations Manager	
Department Operations	Effective Date February 1, 2014		Supersedes Date October 2003
Personnel Commission Signature		Human Resources Signature	Date February 28, 2014
Our Vision: Valuing our strategic international location, our passion is to be a church family of committed disciples of Jesus as diverse as our community, who reflect the beauty and love of Jesus, and who urgently takes the Gospel of Jesus to our neighbors and to the nations.			

I POSITION SUMMARY

Provides maintenance, and operations tasks (including security, custodial, and set-up support) for the church campuses.

II PRINCIPLE DUTIES AND RESPONSIBILITIES

- Set-Up Support
 - Sets up and takes down equipment/furniture as specified in the event set up printouts
 - Ensures that rooms are ready for use
 - Helps event requesters with last minute special needs
- Maintenance (only as directed by supervisor and according to skill level)
 - Follows the work schedule and daily routines given by the supervisor
 - Maintains Workshop and work areas in a clean and orderly manner
 - Familiarity with operating systems including HVAC, lighting, plumbing, elevators, and security system.
 - Performs general maintenance duties such as painting, plumbing, electrical and mechanical tasks.
- Security
 - Opens and locks-up facility per schedule or as needed
 - Periodically patrols buildings and campuses grounds
 - Examines doors, windows and gates to determine insure that they are secure
 - Routinely inspect grounds, building, equipment and machinery for damage, fire, plumbing, other hazards and other loss management issues; and reports all findings directly to supervisor in a timely manner
- Custodial
 - Maintains and cleans grounds and buildings interior and exterior per schedule and direction from supervisor
 - Cleaning duties include, but are not limited to, refilling, disinfecting, plunging, machine scrubbing, dusting, polishing, sweeping, vacuuming, spot removal, graffiti removal, mopping and floor stripping

III GENERAL DUTIES AND RESPONSIBILITIES

Supports the RHCC Purpose Statement, Vision Statement and Core Values.

IV LEADERSHIP AND SUPERVISION

- N/A

V PERSONAL DEVELOPMENT

Learns best practices in areas of responsibility

VI SUPERVISION

- Supervises: N/A
- Supervisory Authority: None
- Supervised by: Operations Manager & Director of Operations

VII EDUCATION – EXPERIENCE – SKILL REQUIREMENTS

Must be able to comprehend and follow detailed instructions. Must be courteous with staff and guests at all times. Demonstrates competency in the safe use of power and hand tools and basic housekeeping equipment. Able to lift a minimum of 50 pounds, lift heavy tables and set and stack chairs for a prolonged period of time. Ability to troubleshoot and report problems and potential dangers with the facility and its systems. Must be able to work at a brisk pace and under time constraints.

Reviewed and Acknowledged

Signature

Date: