



## **PART-TIME FACILITIES ASSISTANT (20 – 29 HOURS PER WEEK)**

Christian Aid Mission assists indigenous ministries reaching their own people with the gospel of Christ in areas where there are no churches and no believers. Often these areas are places of poverty or persecution and where foreign missionaries are not allowed. We work with hundreds of indigenous ministries in eight regions of the world that share the gospel of Christ with over 1,700 ethnic groups.

Applicants may send their cover letter and resume to [jobs@christianaid.org](mailto:jobs@christianaid.org). No phone calls or drop ins please.

### **Position Summary:**

Performs routine unskilled manual work under direct supervision. Receives instructions from supervisor. The Facilities Assistant report to the Facilities Manager.

### **Essential Responsibilities**

#### Building Maintenance

- Performs general manual labor tasks including loading, unloading, lifting, and moving materials, furniture, and equipment.
- Assists in repair of plumbing, electrical, and other systems.
- Sheetrock repair and painting
- Cleaning and organizing shop areas

#### Grounds Maintenance

- Performs property tending duties such as landscaping, mowing, weed removal, snow removal, ditch and roadway cleaning, etc.

#### Equipment Maintenance

- Cleans and maintains equipment

#### Custodial

- Performs interior tasks such as cleaning, stocking kitchens and restrooms, etc.

The essential responsibilities require the following **Knowledge/Skills/Abilities**:

- Demonstrated ability to work effectively and operate machinery, tools, and equipment
- Ability to multi-task and complete work by established deadlines
- Ability to read at 10<sup>th</sup> grade level to read procedure manuals and other documents
- Ability to understand and follow specific oral instructions
- Ability to work effectively as a team member
- Strong commitment to organizational mission

**Level of Education:**

High school diploma or equivalent (GED)

**Level of Experience**

- Experience in performance of heavy manual work is desirable
- Experience operating grounds keeping and building services-related tools and equipment

**Professional Licenses/Certifications**

- Valid Driver License w/ clean driving record
- Completion of skilled labor-related apprenticeship helpful

**Religious Employer:** We are a religious employer and we reserve the right to discriminate based upon religion pursuant to section 702 of the Civil Rights Act of 1964.