

JOB DESCRIPTION

NAME: Vacant
JOB TITLE: Maintenance/Tech Worker
DATE: July 2019
JOB STATUS: Part-Time up to 25 Hours/Week Non-Exempt
DEPARTMENT: Facilities
REPORTS TO: Facilities Coordinator

PURPOSE:

To provide support for the Facility Department

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide room set-ups
2. Provide basic tech support
3. Provide general maintenance; cleaning, trash pick-up and report general maintenance concerns to the supervisor
4. Take action on minor repair issues or report to supervisor if unable to fix
5. Assure that facility is locked at the end of the evening or when not in use.

NECESSARY SKILLS:

- Ability to follow directions. Must have good mechanical skills and be able to learn.
- Must be able to work outdoors and be of reasonably good health
- Ability to work cooperatively and respectfully with others to carry out the mission of Glenkirk church in general, and the mission and vision of specific ministry teams
- Ability to stay calm and assist in emergency situations

EMPLOYEE _____ DATE: _____

SUPERVISOR _____ DATE: _____

PERSONNEL _____ DATE: _____