

JOB DESCRIPTION

NAME: Vacant
JOB TITLE: Maintenance Worker II
DATE: September 2025
JOB STATUS: Part-time 16 Hours/Week Weekend Non-Exempt
SALARY RANGE: \$16.85 to \$25 / Hr
DEPARTMENT: Facilities
REPORTS TO: Facility Manager

PURPOSE:

To provide support for the Facility Department in keeping the buildings and grounds cleaned and well maintained.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide comprehensive event support for all scheduled events, including pre-event set-up, on-site assistance, and post-event wrap-up activities
2. Provide general maintenance; cleaning, trash pick-up and report general maintenance concerns to the supervisor
3. Ensure the facility is open at the start of the shift and locked at the end of the evening or when not in use.
4. Assist with basic tech support for events as needed.
5. Perform routine inspections and report hazards
6. Assist with basic tech support for events as needed.
7. Operate basic tools and equipment, helping with carpentry, plumbing and electrical repairs.
8. Assure that facility is locked at the end of the evening or when not in use.

NECESSARY SKILLS:

- Ability to follow and retain directions. Must have good mechanical skills and be able to learn.
- Work independently with minimal supervision
- Must be able to work outdoors and be in reasonably good health
- Be able to lift objects up to 50 lbs., have endurance to stand and walk for extended periods, and able to bend, stoop, kneel, crouch, crawl and climb a ladder.
- 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