



# GRACE SCHOOL OF SIMI VALLEY

## JOB DESCRIPTION: FACILITIES SUPPORT

### SUMMARY

Facilities Support is responsible for overall cleanliness, sanitation, safety and maintenance of school facilities in accordance with the mission and purpose of Grace Church and School.

<b>Job Title:</b>	<b>Facilities Support</b>	<b>Job Status:</b>	<b>Full-Time, Year Round</b>
<b>Department:</b>	<b>Maintenance</b>	<b>Exempt Status:</b>	<b>Non-Exempt</b>
<b>Reports To:</b>	<b>Facilities Director</b>	<b>Salary Range:</b>	<b>\$16.00-\$18.00/hr.</b>

### *ESSENTIAL FUNCTIONS*

- Maintain school buildings and grounds in top condition to ensure full and productive use of school facilities.
- Perform minor maintenance repairs and building/facility modifications such as repairing, moving or assembling furniture; repairing custodial equipment; touch up or cover up painting; hanging teaching aids, etc.
- Ensure that all activities conform to school guidelines.
- Communicate effectively with all members of the administration, faculty and community.
- React to change productively and handle other tasks as assigned.
- Assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
- Appropriately operate all equipment and machinery as necessary while maintaining a high standard of safety, cleanliness and efficiency in all maintenance and repair projects.
- Maintain current CPR and 1st aid certifications.
- Move equipment and materials within and between school buildings.
- Be on the job during the prescribed hours established by the administration.
- Accept assignments established by the administration.
- Support the regulations established by the school council and administration through active enforcement of all policies, rules, and regulations.
- Refrain from physical contact with students except in the case of medical emergencies or other extenuating circumstances. When physical contact is deemed necessary, it is to be done only in the presence of other staff members
- Maintain dress and grooming standards in accordance with administrative policy.

**QUALIFICATIONS**

- Personal relationship with Jesus Christ and a demonstrable understanding of the gospel.
- Clear agreement with the doctrinal position of Grace Church and School and a firm commitment of a like-minded local church body
- Functioning member of a local church
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Effective computer proficiency
- Competent, professional and personable
- Basic mathematics and accounting knowledge is necessary
- Excellent oral and written command of the English language
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must
- Reading and comprehending correspondence is imperative
- Commitment to personal and professional development toward effective leadership for eternal influence in every area of life.

**WORKING CONDITIONS**

- Working Environment: must work indoors and outdoors year-round
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 50lbs
- Must work in and around dust, fumes and odors

**ADDITIONAL INFORMATION**

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Church and School policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Church and School does not discriminate with regard to race, gender, national or ethnic origin, color, age, or disability, to the extent required by law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

**APPLICATION PROCESS**

- Applications are located on the website at [www.graceschoolsimi.com](http://www.graceschoolsimi.com). Return completed application to [hr@gracesimi.com](mailto:hr@gracesimi.com).
- Selection Process: The Human Resources department will review all applications. Selected candidates will be invited to participate in a personal interview process at Grace Church and School. Any expense incurred in connection with these interviews will be the responsibility of the candidates.
- Application Procedures: All documents included in your application remain the sole property of Grace Church and School and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.