



Building Services Assistant

Job Description

Briarwood Christian School (BCS), a ministry of Briarwood Presbyterian Church, located in Birmingham, Alabama, is a coeducational school serving students in grades K4 through 12. The school exists to provide a Christ-centered, transformational education that equips and inspires each student to glorify God by maximizing his or her God-given abilities.

BCS seeks a full-time Building Services Assistant. This position contributes to the BCS community by helping maintain an environment where students and employees can learn, work, worship, and serve effectively.

The Building Services Assistant reports to the Building Services Manager and works as a member of the Building Services Team (BST). This position is responsible for helping maintain a safe, clean, organized, and functional environment for students, faculty, staff, and visitors. Responsibilities include facility care, routine maintenance, event setup, inspections, and timely response to facility needs. A clean facility is organized and free from clutter, dirt, dust, and odors and presents a welcoming appearance to the school community. The safety of our students, faculty, staff, and visitors is the highest priority.

Employment Status

- Reports to: Building Services Manager
- Hourly/Non-Exempt
- Full-time
- 12-month

The Building Services Assistant works under the direction of the Building Services Manager and is not responsible for supervising Building Services personnel, outside vendors, departmental budgets, or long-range facility planning unless specifically delegated by the Manager.

Christian Commitment

Briarwood Christian School exists to educate students from a biblical worldview while partnering with Christian families to equip students to know Christ and make Him known. Employees are expected to demonstrate a personal relationship with Jesus Christ, support the School's mission and Statement of Faith, and model Christian character in their work and relationships.

Character and Competencies

- Mature, living, and active faith in Jesus Christ, and membership in good standing of a local evangelical church
- A passion and ability to effectively contribute to a positive work environment
- Maintain a professional appearance and adhere to the professional code of conduct in the employee handbook.
- Agreement with the school's Statement of Faith and a lifestyle consistent with the school's Declaration of Moral Integrity (available on school website)

- Successfully complete a criminal background check (reviewed periodically) and MinistrySafe training (renewed every three years)

Essential Duties & Responsibilities

Building & Facility Services:

- Assist the Building Services Manager in maintaining safe, clean, organized, and functional campus facilities throughout the school day.
- Perform routine building maintenance and minor repairs as assigned.
- Respond promptly to facility needs and work orders assigned by the Building Services Manager.
- Conduct routine visual checks of classrooms, offices, restrooms, common areas, entrances, grounds, and other campus spaces.
- Identify maintenance, cleanliness, or safety concerns and promptly communicate them to the Building Services Manager.
- Assist with opening, closing, and securing campus facilities as assigned.
- Help maintain a clean, welcoming appearance throughout the campus.
- Support seasonal and preventive maintenance projects as directed.

Activities & Event Support:

- Assist with setup and breakdown for school activities, meetings, athletic events, programs, and special events.
- Move and arrange tables, chairs, equipment, and other materials as needed.
- Help ensure facilities are clean, properly arranged, and ready for scheduled activities.
- Respond to facility needs that arise during school programs and special events.

Equipment, Supplies & Storage:

- Properly use and care for tools, equipment, vehicles, and supplies assigned to the Building Services Team.
- Assist in keeping campus storage areas organized, clean, and accessible.
- Help maintain an accurate inventory of supplies, tools, and equipment.
- Notify the Building Services Manager when supplies need to be reordered or when equipment needs repair or replacement.
- Demonstrate good stewardship of school property, equipment, supplies, and resources.

Teamwork & Service:

- Work cooperatively with the Building Services Manager and other members of the Building Services Team.
- Follow procedures, schedules, and priorities established by the Building Services Manager.
- Demonstrate hospitality, kindness, and a service-oriented attitude toward students, faculty, staff, parents, and campus visitors.
- Communicate professionally and respectfully with students, families, faculty, staff and visitors.
- Be willing to assist with needs outside normal assignments when circumstances require.
- Contribute to a positive, dependable, and enjoyable work environment.

Job Requirements

- High school diploma or equivalent.
- Previous experience in building maintenance, custodial services, facilities, construction, landscaping, or a related field preferred.
- Basic knowledge of common tools and facility maintenance practices preferred.
- Ability and willingness to learn new skills, equipment, and procedures.
- Dependable, punctual, and able to work independently after receiving direction.
- Strong work ethic and attention to detail.

- Good communication and interpersonal skills.
- Ability to recognize facility and safety concerns and communicate them appropriately.
- Ability to perform the physical duties associated with building services, including standing, walking, bending, reaching, climbing stairs or ladders, moving equipment, and lifting and carrying materials associated with the position.
- Willingness to work occasional evenings or weekends as school activities require.

How to Apply

- Prepare a one-page cover letter naming the title of the opening and including a brief introduction, Christian testimony, and church involvement.
- Prepare an up-to-date resume, including current contact information, detailed educational credentials, and work experience.
- Submit resume and cover letter to bcsemployment@bcsk12.org.
- Select candidates will be asked to complete an online application by invitation only.

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