# A green cross with a leaf Description automatically generated The Chapel in Green

# Facilities Assistant

**Reports to**: Assistant Facilities Director

**Works with**: All Departments, Volunteer teams

**Direct Reports**: None

**Status:** Hourly/Non-Exempt

## Scope

The Facilities Assistant is responsible for ensuring that the campus building is aesthetically pleasing and clean and to assist the Facilities Maintenance team as needed.

## Principal Accountabilities

* Takes responsibility for cleaning the building as outlined in daily task lists
* Schedules and performs weekly, monthly and quarterly cleaning projects as outlined in the custodial task list
* Works with staff/volunteer event coordinators for all event supply staging, setup and teardown responsibilities and logistical needs
* Solicits feedback from internal departments to ensure the facilities department meets their needs
* Works with volunteer department to solicit feedback from custodial volunteers to ensure a positive volunteer experience
* Takes responsibility for completion of annual goals as outlined in departmental goals
* Assists with light maintenance tasks such as painting, ground keeping, etc.
* Serves as support staff to maintenance department staff as needed
* Performs other duties the Assistant Facilities Director assigns

## Required Job/Physical Skills

* Ability to work with cleaning equipment and materials
* Good communication and organizational skills with high attention to detail
* Ability to work well with volunteers
* Ability to lift 50 pounds and stand for long periods
* Ability to climb and work from a ladder

## Educational Requirements

* High School diploma