



Facilities Assistant Job Description

The facilities assistant will have experience and be skilled in facilities and custodial tasks. The facilities assistant will be a person of spiritual maturity and reflect the mission, vision, and values of New Life Christian School and New Life Church.

Required Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe and actively support the school's statement of faith
- Be a Christian role model in attitude, speech, and actions toward others
- Actively participate in a local Bible-believing church

Required Professional Qualities

- Possess a high school diploma or equivalent
- Maintain current infant/child CPR and first aid certification
- 2+ years experience in facilities and/or custodial tasks
- Maintain clear background check

Essential Functions

- Ability to read and understand policies, procedures, and related information; and to provide and follow verbal and demonstrated instructions.
- Physical ability to perform all necessary upper and lower body movements.
- Ability to communicate with co-workers, supervisors, and the general public.
- Ability to do basic math and calculations for PM and mechanical work
- Ability to lift upwards of 50+ pounds

Performance Responsibilities

- Keep all buildings and premises, including sidewalks, parking lots, entrances, and play areas, neat and clean at all times.
- Performs preventative maintenance on all mechanical, electrical, and plumbing to ensure a safe and efficient facility.
- Routine maintenance on flooring, drywall, ceiling, decking, doors/windows and roofs, concrete, and masonry.
- Stock all bathroom supplies in storage units and ensure a proper supply is always held.
- Cleans/sanitizes bathrooms, lockers, hallways, classrooms, and floors.
- Maintains all lighting throughout the interior and exterior of school buildings.
- Follow proper OSHA and EPA regulations while operating equipment.
- Wear all personal safety gear required while operating equipment or using any chemicals or solvents.
- Maintain all flower beds and landscape by pulling weeds, trimming bushes, removing dead wood, cutting branches, planting flowers annually, and spraying pesticides.



- Assist the Facility Manager in snow removal operations by plowing, shoveling, snow blowing, and spreading ice melt on all school roads and sidewalks.
- Perform other duties and tasks as assigned by the Facility Manager, Principal, or Head of School.

Professional Leadership

- Attend morning devotions, staff meetings, and training programs as deemed necessary by the Facility Manager
- Attend Open Houses and other special events
- Know the procedures for dealing with emergencies on campus

Physical Demands

- The school is a multi-level facility, which requires negotiating flights of stairs regularly and walking around the buildings and grounds for supervision.
- Must be able to sit or stand for extended periods, have the skill of hands and fingers to operate office equipment, and lift at least 50 pounds
- On occasion, must be available to work longer hours than a typical day for events such as school night, Graduation, and weather-related response needs.