|  | **POSITION TITLE:** Facilities Assistant  **CAMPUS OR TEAM:** Central Support Ministry Services  **REPORTS TO: Senior** Director of Facilities **HOURLY****HRS PER WEEK:** 40Position summaryThe Facilities Assistant is responsible for the maintenance of the physical structures of CedarCreek Church. So that the physical environment is one that helps guest feel safe and comfortable. This is an important factor in the overall strategy of helping people on their adventure with Jesus.POSITION RESPONSIBILITIES:  * Maintain physical structures of the campus both inside and outside. * Work with Senior Director of Facilities, Facilities Staff and Facilities Dream Team to make sure that the buildings are maintained properly * Responsible for the physical stability and appearance of the building and grounds. * Support, help and give expertise to Campus staff and DreamTeam on facility related activities. * Establish and maintain ongoing relationships with church attenders who are able to serve the church in their area of expertise. i.e. Contractors, Carpenters, Painters, Lawn Service, Etc.    POSITioN REQUIREMENTS:  * Being a tithing Missional Member in good standing at CedarCreek Church * Attendance at a weekend service and in a Group or on the DreamTeam * Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church * Honoring the CedarCreek Church Staff 10 Points of Accountability * Manage multiple tasks and timelines * Work with Staff and DreamTeam to help accomplish projects * Able to communicate a message – written and verbal and use CedarCreek systems * Knowledge of facilities and maintenance  MEASUREMENTS: The position will be evaluated by the following quantifiable measurements:   * Physical appearance and integrity of the Facilities. * Adherence of the budget * Meeting project timelines * Accomplishing Facilities Tasks * Annual Employee Evaluation  ACCOUNTABILITIES: The position will also be held accountable for the following:   * Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam * Maintaining good fiscal responsibility, stewarding resources with excellence * Maintaining unity within all Departments, Campuses, and Ministry Areas * Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times * Getting the job done  Disclaimer Nothing in this job description restricts the right of the Position’s Direct Report to  assign or reassign duties and responsibilities to this job at any time. This is an at-will  position and can be terminated at any time.  **ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:**   * **Climbing**. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. **This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.** * **Balancing.** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. **This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium**. * **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles. * **Kneeling.** Bending legs at knee to come to a rest on knee or knees. * **Crouching.** Bending the body downward and forward by bending leg and spine. * **Reaching.** Extending hand(s) and arm(s) in any direction. * **Standing.** Particularly for sustained periods of time. * **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. * **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. * **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. * **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. * **Grasping.** Applying pressure to an object with the fingers and palm. * **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. * **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.   **Physical requirements of this position.**   * **Heavy work.** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.   **The visual acuity requirements including color, depth perception, and field vision.**   * The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc. * The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).   **The conditions the worker will be subject to in this position.**   * The worker is subject to both environmental conditions. Activities occur inside and outside |
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