



Facilities Generalist - Evenings Job Description

Purpose of Position

The Facilities Generalist is a member of the DMCS Facilities Team and supports the entire school campus through the cleaning and maintaining of the facility. This position requires a broad range of skills and knowledge in basic cleaning, maintenance, and event setup/teardown.

Position:

- 15 to 20 hours per week - hours scheduled in the late afternoon and evenings based on school events
- Calendar Year
- Hourly, At-will employee

Reports To: Facilities Evening Supervisor

Direct Reports: None

Qualifications:

- High School Diploma or GED.
- Must be able to stand or walk for up to 6 hours in a day, frequent heavy lifting of 50 pounds, climbing, stooping, bending, kneeling, pushing, and reaching.
- Possesses basic computer skills (accessing email and facilities request system).
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality.
- Maintains a high level of attendance and punctuality.
- Energized by fast-paced work.
- Possesses the ability to follow directions and work independently.
- Demonstrates ability to work collaboratively with other departments.
- Demonstrates effective verbal and written communication skills.
- Committed to excellence in customer service.

Responsibilities:

- Helps maintain the cleanliness of the school using equipment as needed. Typical cleaning responsibilities include but are not limited to:
 - vacuuming, shampooing, and scrubbing floors,
 - washing windows and glass doors,
 - picking up litter around the campus, emptying trash receptacles,
 - replenishing cleaning supplies
 - cleaning and disinfecting school buildings throughout shift



- Replenishes restroom supplies as well as maintains general restroom cleanliness throughout shift.
- Assists with setup and teardown of school events, including performing cleaning and other maintenance tasks to prepare for the event.
- Assists with basic maintenance and repairs using equipment and supplies as needed including but not limited to:
 - use of hand tools and small power tools
 - ladders and aerial equipment
- Works in collaboration with the Facilities Team to respond to facility and custodial requests from school employees.
- Helps to move classroom, lunchroom, and office furniture as needed.
- Other duties as assigned.