

## Job Description

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### Position Title: Facilities Student Staff

**Purpose of Position**

The Facilities Student Staff is a member of the DMCS Facilities Team and supports the entire school campus through general facilities and grounds upkeep. This position requires a broad range of skills including maintenance, grounds, cleaning, and event setup/teardown.

**Position:**

- Part-time - approximately 5-15 hours per week including Saturday's, as needed (driven by school events). Schedule will be based on student's availability and the department's scheduling needs.
- Calendar Year
- Hourly, At-will employee

**Reports To:** Facilities or Property Supervisor

**Evaluated By:** Facilities or Property Supervisor

**Direct Reports:** None

**Qualifications:**

- Must be 16 or older.
- Must be able to stand or walk for eight hours in a day, frequent heavy lifting of 50 pounds, climbing, stooping, bending, kneeling and reaching.
- Possesses basic computer skills (email, Microsoft Word, Excel).
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.

**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
- Utilizes critical thinking and problem solving skills.
- Energized by fast-paced work.
- Ability to manage multiple tasks and projects at the same time.
- Demonstrates ability to work collaboratively with other departments.
- Manifests effective verbal and written communication skills.
- Committed to customer service.

**Responsibilities:****General Facility Needs**

- Performs maintenance and repairs, as needed (including but not limited to: proficient in the use of hand tools, small power tools, lumber, building materials, cleaning supplies, and ladders.)
- Works in collaboration with the Facilities Team to respond to facility, maintenance and custodial requests from school employees.

- Helps monitor inventory and supplies and coordinates with manager to purchase.
- Assists with setup and teardown of events, including performing cleaning and other maintenance tasks to prepare for the event.
- Assists with cleaning and disinfecting school buildings throughout the day.
- Other duties as assigned.

**Building Safety & Security**

- Monitors the security and safety of the facility and grounds, and alert supervisor of any concerns.
- Ensures all facilities and property meet applicable compliance and safety regulations, and alerts supervisor of any concerns.