



**Job Description:
FACILITIES STAFF**

Job Title	Facilities Staff
Department/Grade	Facilities
Division (LS/MS/HS/US)	N/A
Unit	Operations
Classification (FTE/PTE/FTN/PTN)	Part-Time Non-Exempt
Reports to / Evaluated by	Director / Assistant Director of Facilities
Supervises	N/A
Total Contract Days	TBD
Contract Year (JJ or SA)	JJ
Payroll Category	TBD

JOB PURPOSE:

The facilities staff is responsible for maintaining and promoting a safe, clean, and attractive school building that is conducive to student learning and success. Under the direction of the Director/Assistant Director of Facilities, this is a part-time, hourly position.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces;
- Sweep, mop, and vacuum floors and carpets;
- Wash and sanitize toilets, sinks, and showers and restock disposables (e.g. soap);
- Wipe mirrors and windows;
- Maintain outer premises by cleaning entrances;
- Utilize insecticides to prevent infestation by dangerous pests;
- Report major damages and oversee repairs;
- Secure facilities after operating hours by locking doors, closing windows, and setting the building alarm when necessary;
- Assist with enlarging the vision and mission of Salisbury Christian School;
- Motivate students to accept God’s gift of salvation and help them grow in their faith through their witness and Christian role modeling;
- Lead students to a realization of their self-worth in Christ and assist them in making positive life choices;
- Keep the Administration adequately informed of serious student issues;
- Recognize the need for good public relations and represent the school in a favorable and professional manner to the school’s constituency and the general public;
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration;

- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and Administration;
- Know the procedures for dealing with emergency situations.

SUPPLEMENTAL FUNCTIONS OF THE POSITION:

- Supervise extracurricular activities, organizations, and outings as assigned;
- Utilize educational opportunities and evaluation processes for professional growth;
- Provide input and constructive recommendations for administrative and managerial functions in the school;
- Support the broader program of the school by attending extracurricular activities when possible;
- Perform any other duties that may be assigned by the Administration.

REQUIRED SPIRITUAL QUALITIES:

- Have received Jesus Christ as your personal Savior;
- Believe that the Bible is God’s Word and standard for faith and daily living;
- Be in whole-hearted agreement with Salisbury Christian School’s Foundational documents;
- Be a Christian role model in attitude, speech, and actions toward others including a commitment to God’s Biblical standards for sexual conduct (Luke 6:40);
- Be a member in good standing at an evangelical church that has a Statement of Faith in agreement with the SCS Statement of Faith;
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ;
- Have the Spiritual maturity, academic ability, and personal leadership qualities to “train up a child in the way he should go.”

ESSENTIAL PERSONAL QUALITIES:

- Recognize the role of parents as primarily responsible before God for their children’s education and be prepared to assist them in that task;
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism;
- Meet everyday stress with emotional stability, objectivity, and optimism;
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and agreement with school policy;
- Use acceptable English in written and oral communication;
- Speak with clear articulation;
- Respectfully submit and be loyal to constituted authority;
- Notify the administration of inability to support any policy;
- Refuse to use or circulate confidential information inappropriately;
- Place administrative ministry ahead of other jobs or volunteer activities;
- Make an effort to appreciate and understand the uniqueness of the community.

WORK EXPERIENCE REQUIRED:

- 1-3 years of maintenance and/or housekeeping experience preferred.

EDUCATIONAL EXPERIENCE REQUIRED:

- High school diploma or GED preferred.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The work environment at SCS is one typically found in a school setting. Duties are typically performed in a setting commensurate with the teaching assignment. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position.

The physical demands of the position are ones typically found in a school setting. The employee must have the ability to:

- Sit and stand for extended periods of time;
- Lift and move up to 10 pounds and occasionally lift and/or move up to 25 pounds;
- Frequently move about inside campus buildings and outside on the grounds;
- Exhibit manual dexterity to enter data into a computer;
- Possess close vision, distance vision, and depth perception;
- See and read a computer screen and printed material with or without vision aids;
- Stand, reach, balance, stoop, kneel, crouch, and crawl;
- Hear and understand speech at normal classroom levels;
- Speak in audible tones so as to be understood clearly in normal classrooms.

DISCLAIMER:

Requirements stated herein are minimum levels of skill and/or abilities to qualify for the position. This document does not in any way create an express or implied contract of any kind, or change the nature of your at will employment. Salisbury Christian School has the right to revise this job description at any time. This job description is not a contract for employment, and either the employee or the employer (SCS) may terminate employment at any time for any reason.