



JOB TITLE Facilities Assistant

LOCATION [Christ Church Cathedral](#), Cincinnati

CONTACT Interested persons should email Carine DeLange at cdelange@cccath.org. Please include resume/work history for consideration.

JOB SUMMARY

This position focuses on the maintenance of buildings and grounds, event setup, and helps provide support to the staff. This position requires every other Sunday, every other Tuesday evening, and at events as needed; weddings, funerals, concerts, and other events not specified.

Essential functions include:

- Perform minor fixes, such as repairing broken locks, damage to walls, etc.
- Install necessary appliances and equipment as needed
- Carrying out opening and closing duties
- Performing required light maintenance, such as changing light bulbs, changing washers in faucets, etc.
- Maintaining personal health and sanitation standards
- Reading and interpreting safety/employment manuals and other work-related documents
- Complying with safety regulations and maintaining a clean and orderly facility
- Maintain grounds, including garden and yard upkeep, trimming, edging, mowing lawn, collecting trash, salt in winter etc.
- Event setup: moving tables, chairs, and/or displays. Setting up coffee/drink stations
- Collaborate with and support other staff as needed
- Report to Director of Facilities regarding issues resolved, those needing attention, and those currently in progress
- Performing a wide range of cleaning duties, including but not limited to: cleaning floors, windows, tables, chairs, and equipment in accordance with cleaning procedures
- Performing other work-related duties as assigned

KNOWLEDGE/ EXPERIENCE

- Facilities maintenance experience
- Problem solving skills
- Good communication and people skills
- Flexibility
- Must be highly motivated and able to work independently
- Possess effective verbal and written communication skills

- Basic reading skills
- Must be organized and able to prioritize and multi-task
- Possess basic knowledge of workplace safety procedures
- MS Office, email communication proficiency
- Adept at clocking in and out on computer system/phone

CERTIFICATIONS/LICENSES/REGISTRATIONS

- High School Diploma or GED

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

While performing the duties of this job, the employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand their entire shift and frequently must walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. Hand-eye coordination is essential. As this is a maintenance position at a larger facility, the employee is regularly exposed to unusual elements, such as high temperatures, dirt, dust, fumes, smoke, steam, humidity, unpleasant odors, and/or loud noises. *Additional physical requirements and work environment information available upon request.*

WORK SCHEDULE

This is a full-time position. Days and hours of work varies depending on projects. Some weekends required. 40 hours per week.

TRAVEL REQUIRED

Limited travel is expected for this position.

ACCOMMODATIONS

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.