

Facilities Student Staff Job Description

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
- Hourly, At-will employee

Reports To: Facilities or Property Supervisor

Direct Reports: None

Qualifications:

- Must be 16 or older.
- Must be able to stand or walk for eight hours a day, frequent heavy lifting of 50 pounds, climbing, stooping, bending, kneeling, and reaching.
- Possesses basic computer skills (email, Microsoft Word, Excel).
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in a 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 by 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 the manager to place purchases.
- 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 alerts the supervisor of any concerns.
- Ensures all facilities and property comply with applicable regulations and safety standards, and alerts the supervisor to any concerns.