



## Job Description

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### Position Title: Facilities Generalist

#### 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:

- Full-time, 40 hours per week including Saturday's, as needed (driven by school events)
- Calendar Year
- Hourly, At-will employee

**Reports To:** Facilities Supervisor

**Evaluated By:** Facilities Supervisor

**Direct Reports:** None

#### Qualifications:

- High School Diploma or GED.
- 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, Google Doc, Calendar).
- 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.
- Maintains a high level of attendance and punctuality.
- Energized by fast-paced work.
- Ability to manage multiple tasks and projects at the same time.
- Possesses the ability to follow directions and work independently.
- Demonstrates ability to work collaboratively with other departments.
- Manifests effective verbal and written communication skills.
- Committed to 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
  - Assists with cleaning and disinfecting school buildings throughout the day.



- Replenishes restroom supplies as well as maintains general restroom cleanliness throughout the day.
- 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 monitor inventory and supplies and coordinates with the supervisor to purchase.
- Helps to move classroom, lunchroom and office furniture as needed.
- Helps with the directing of traffic in the parking lot when needed.
- Other duties as assigned.