CEDAR CREST
Bible Fellowship Church

1151 S Cedar Crest Blvd, Allentown, PA 18103 • Phone 610.432.2200 • www.cedarcrest.church

Ministry Description

Title: Maintenance Assistant
Reports to: Maintenance Supervisor or Assistant Maintenance Supervisors
Work Hours: Part Time

Purpose: To provide support to the Maintenance Supervisor for the cleaning, maintenance and security of all "Church Property", including real estate, buildings, furnishings, equipment, vehicles, etc.

Relationships:

A. The Maintenance Assistant shall be accountable to the Maintenance Supervisor or Assistant Maintenance Supervisor and shall perform their duties under their supervision. Additional direction may be provided by the Business Administrator, Pastoral Staff, Office Manager and ultimately, the Board of Elders.

General Responsibilities:

A. To regularly clean throughout the building (vacuuming, dusting, mopping, cleaning toilets, urinals, sinks, empty trash, etc.) utilizing the proper tools and cleaners as necessary.
B. Inform the Maintenance Supervisor of maintenance concerns (broken items, unsafe conditions, etc.) as necessary.
C. Inform the Maintenance Supervisor when the purchase of cleaning supplies and maintenance items are needed.
D. Monitor scheduled events in order to setup and provide equipment as required.
E. Follow procedures and practices to conserve utility usage and reduce costs where possible.
F. Follow safety procedures to ensure the safety of yourself and church/school guests.
G. To provide access to facilities for events as needed and to lock up the building at the end of the day. This may include turning on/off building lights, HVAC, parking lot lights, security alarms, etc.
H. To assist with outside work which may include snow shoveling, weed pulling, cutting grass, weed whacking, litter cleaning, care of the flag, trimming shrubs, caring for flower beds, etc.