

Job Title: Staff, Setup Maintenance

Reports to: Campus Manager primarily, Director, Maintenance secondarily

Employment Status: Occasional (less than 20 hours)

Compensation Basis: Non-Exempt

Staff Classification: Non-Ministerial

Job Purpose: To provide reliable service to Campus team by ensuring timely set-ups and take-downs of furnishings and resources in classrooms and meeting areas, and to provide assistance to Maintenance Director in basic maintenance tasks, as needed.

Duties:

- Set-up rooms needed for events to the specifications of requests
- With set-ups complete, carry out maintenance tasks as assigned
- Communicate regularly with supervisors to assess weekly needs and any special projects
- Manage schedule around weekly needs
- Respond to requests readily and with attitude of servanthood
- Proactively and consistently look around all facilities and clean, neaten, pick up, reset, etc. as needed
- Serve occasionally as facilities/maintenance point person for weddings and other on-site scheduled events, as needed
- Perform other directly related duties consistent with the role and function of the classification

Qualifications:

- A committed and growing Christian in a strong relationship with a local Bible-teaching church
- A passion for support and service with a teachable spirit
- Supportive of the Constitution and Doctrinal Statement, Mission, Values, and Vision
- Effective interpersonal, relational and communication (written and verbal) skills
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence
- Ability to engage in multiple projects and priorities, independently as well as in a team context

Professional qualifications

- Ability to accomplish frequent physical activity including lifting up to 50 pounds

*See GBC Personnel Manual for further information.
Revised July 2020*