



## Maintenance Dept Assistant

This position is part-time. The hours for this position are three 8-hour days per week.

### What you will do:

#### Work Order System

- Perform weekly building walk-throughs & generate work orders.
- Assist with Work Order software & tasks.
- Perform simple and fast work orders. Exp. Replacing light bulbs and damaged ceiling tiles, and some patching and painting.

#### Parts Ordering/Inventory

- Aid in research, ordering, and pick-up of parts/equipment when necessary.

#### Shop-related Administrative Tasks

- Generate research & reports for the Director when needed.
- Typing, filing, some research, and organization for Maintenance & Grounds.
- Maintain Maintenance files: paper & digital.
- Maintain proper levels of forms in the Maintenance Office.
- Assist the maintenance director as needed.

#### Management Key and Furniture Requests

- Tracking key inventory and distribution.

### What you bring:

#### **A: Qualifications**

- Knowledge of Microsoft Office Suite and Google Suite is preferred.
- Be able to climb ladders and access small spaces.
- Be able to perform the general duties and requirements of maintenance.

#### **B: Characteristics**

- Have the ability to be self-motivated and to perform daily responsibilities when unsupervised.
- Must exhibit a personal and growing relationship with God and a teachable spirit.
- Must be committed to continual learning and growth. Must agree and align with the mission, vision, and leadership of Res Life Church.
- We expect that this role will attend one Sunday morning service weekly in person to become or remain familiar with our culture, beliefs, and structure, and more effectively fulfill this role.



- We request this role to actively volunteer for a Res Life ministry outside their work role and schedule to support our goal of winning souls and making disciples.

**Physical Requirements:**

This position requires lifting over 25 lbs.

This position requires a valid driver's license, proof of insurance, reliable transportation, and meeting the RLC driving requirements.

*The above duties, activities, or responsibilities may be supplemented periodically.*