



## Facilities Assistant, Cornerstone Job Description

### **General Description**

**Job Summary:** The Facilities Assistant at the Cornerstone Campus oversees the practical maintenance and facilities operations of the buildings and grounds, ensuring set-up/teardown of activities, completing walkthroughs, and completing repairs as needed. The Facilities Assistant will assist with maintaining a safe and educationally appropriate facility and is the first point of contact for access control needs. He/She shall be a person of spiritual maturity and shall represent the school with professionalism and decorum.

Responsible to: Facilities Director

Evaluated by: Facilities Director and Cornerstone Principal

Type of Position: Non-exempt hourly, at-will, 12-month staff

Schedule: School year: 7:30am-4:00pm (flex time for evening events)  
Holiday & Summer: as determined with Supervisor

### **Required Spiritual Qualities**

It is expected that the Facilities Assistant will:

- Acknowledge Christ as Savior and seek to live his/her life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support the school's Statement of Faith.
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. Luke 6:40.
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Actively participate in a local Bible-believing church.

### **Required Professional Qualities**

It is expected that the Facilities Assistant will:

- Have adequate preparation, background, or experience as determined by Facilities Director.
- Demonstrate good verbal and written communication skills.
- Utilize basic proficiency in word processing, e-mail, and internet use.
- Have disciplined time management skills.
- Be flexible and able to multi-task, while able to focus on completion of tasks.
- Network with local/outside businesses for building maintenance needs

### **Required Personal Qualities**

It is expected that the Facilities Assistant will:

- Sign and live by Aurora Christian Schools' Lifestyle Statement (attached) as a condition for employment and continued employment in this ministry.
- Have the customer service and public relations skills necessary to communicate with vendors, service companies, faculty and staff, and the general public.

## **Essential Job Functions - Accountabilities**

It is expected that the Facilities Assistant will:

### **Professional Responsibilities**

- Oversee set-up/teardown of tables, chairs, etc. as directed by Facilities Director or Principal.
- Complete door checks and space walkthroughs to support an educationally sound and safe institution.
- Respond to repair requests quickly and complete repairs in a timely manner. When repairs are beyond capability, coordinate with an approved outside source to complete repairs.
- Coordinate Cornerstone Campus facilities usage/rental agreements (with final approval from supervisors) with outside agencies, communicate procedures and problems with agreement coordinators, and record outside building usage on the in-house calendar in the main office.
- Assist with bus maintenance (oil changes, safety lane, fueling, etc) in collaboration with the Facilities Manager, and drive when needed.
- Serve as part of the emergency procedures team, including supporting the completion of procedures in the Emergency Crisis Plan. Know the procedures for dealing with emergency situations in the school. Fulfill responsibilities and participate in required emergency safety drills in coordination with school leadership.
- Serve as the designated asbestos LEA (local education agency) contact to inspect and oversee asbestos management program.
- Seek to develop a proactive plan for practical maintenance within buildings and grounds, and document routine inspections of doors, emergency lighting, playground area, etc.
- Seek to accomplish the goals and objectives assigned by supervisors.
- Be available to meet as needed with supervisory staff or administrative team members to ensure coordinator of school events and problem resolution.
- Provide input as needed for the smooth operation of school.
- Maintain confidentiality concerning the sharing of information about children, parents, or staff.
- Make repairs and/or report safety, health, and maintenance needs to appropriate supervisors that must be addressed.
- Oversee and/or complete seasonal snow removal and lawn maintenance.
- Deal directly and frankly with the school administration when honest differences exist in an earnest effort to resolve such differences.
- Participate in beginning of year staff orientation and required staff meetings for this position.
- Inform the supervisor in a timely manner if unable to fulfill any assigned duty.

### **Office Responsibilities**

- Check texts, emails and instant messages regularly and respond promptly or when appropriate.
- Maintain accurate work attendance records and logs of work and repairs completed.
- Follow Finance Office procedures for expenditures and receipt handling.
- Maintain classroom door labels.
- Show initiative in ways to improve procedures through the proper channels.

### **Additional Duties or Responsibilities**

- Support the broader program of the school by attending extracurricular activities when possible.
- Involve parents in volunteerism, as appropriate.
- Oversee a clean, attractive, well-ordered school.
- Work with the Facilities Manager to oversee cleaning/janitorial services.
- Perform any other duties that may be assigned by the administration.