

OVERCOMING BY FAITH MINISTRIES

Job Title: Part-time Facilities and Maintenance Assistant



Department	Facilities and Maintenance		
Location	9700 Middleground Rd. Savannah, GA 31406		
Reports to	Sheila Bishop	Title	Church Administrator
Type of position:			
<input type="checkbox"/> Full-time		<input type="checkbox"/> Intern	
<input type="checkbox"/> Part-time		<input checked="" type="checkbox"/> Intermittent	
		<u>Hours 2-10 per week</u>	
		<input type="checkbox"/> Exempt	
		<input checked="" type="checkbox"/> Nonexempt	
WORK SCHEDULE			
Days: Tuesday-Sunday (Daily work hours will vary based on needs of organization)			
Hours: 2hrs-10hrs with some Flexibility			
Schedule:			
<ul style="list-style-type: none">• 2nd Weekends (Saturday 3pm-7pm & Sunday 8am-2:00pm)• Weekdays, Intermittent (As needed), 2-4 hrs. with Flexibility• Peak Season-September-November and February-May (Hours may exceed maximum of 10 hours)			
Pay: Based on at least 2 hour minimum \$20 per hour			
GENERAL DESCRIPTION			
Event setup & break down. Perform light cleaning duties. Make general errand runs. Duties may include performing routine maintenance activities, notifying management of need for repairs.			
ESSENTIAL JOB FUNCTIONS			
<ul style="list-style-type: none">• Must be able to lift items weighing up to 50 lbs.• Monitor building security and safety by performing such tasks as locking doors after operating hours, surveying the landscape for hazardous materials and/or animals or insects.• Service/ clean rooms as needed.• Pickup/Drop-off Deliveries• Gather and empty trash/recycle receptacles.• Perform various room setups and breakdowns• Notify administrator(s) concerning the need for major repairs or additions to building operating systems.• Performs other duties as required.			
EDUCATION REQUIREMENTS			
High School and/or Technical Training			
PHYSICAL DEMANDS			

Department	Facilities and Maintenance		
Location	9700 Middleground Rd. Savannah, GA 31406		
Reports to	Sheila Bishop	<i>Title</i>	Church Administrator
<p>The employee regularly lifts or moves objects of a light to heavy weight. The ability to hear and understand at a normal conversational level is required. Work is typically performed in an office/outdoor environment with intermittent sitting, standing, or walking in various settings. Full range of motion of all extremities is required to perform essential job functions.</p>			
SALARY/BENEFITS			
<p>\$20 per hour. Based on at least 2 hour minimum \$20 per hour. No Benefits will be administered with this position.</p>			
TERMS OF EMPLOYMENT			
<p>EMPLOYMENT CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION, FUNDING AND ALLOCATION OF POSITION IN ACCORDANCE WITH OVERCOMING BY FAITH'S APPROVED CALENDAR SCHEDULE APPROPRIATE TO THE POSITION HELD. MUSIC RELATED CONTINUED EDUCATION CLASSES WILL NEED TO BE TAKEN PERIODICALLY IN ORDER TO MEET THE GROWING NEEDS OF THE MUSIC MINISTRY OF OVERCOMING BY FAITH.</p>			
TO BE COMPLETED BY ADMINISTRATION			
REVIEWED BY		<i>Title</i>	
APPROVED BY		<i>Title</i>	
DATE POSTED			
DATE CLOSED			