



**Job title: General Maintenance**  
**Department: Maintenance**

**FLSA status: Non-Exempt**  
**Reports to: Facilities Manager**

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

**Position Summary:** To assist in fulfilling the Maintenance Department's goals by performing janitorial and routine maintenance work.

**General Purpose:** To help maintain Sandy Cove Ministries' buildings and facilities so as to enhance and/or improve their aesthetic appearance and ensure the safety and comfort of SCM guests and employees.

**Role Qualifications:**

- Personal relationship with Jesus Christ
- Must be committed to the mission of Sandy Cove Ministries
- Must work well with minimal supervision and be self-motivated
- Must work well with other people and follow instructions
- Must be attentive to details while working efficiently
- Some experience with and knowledge of how to operate maintenance equipment (small tractors, chainsaw, golf cart, log splitter)
- Able to work effectively at locations off of the ground (roof, scaffold, ladder)
- Must be at least 18 years' old
- Basic knowledge of plumbing, electric, building repair (toilet and faucet repair, replace basic switch or outlet).

**Essential Job Functions/Responsibilities:**

- General maintenance and cleaning of buildings and grounds
- Assist with trash collection and removal
- Use appropriate safety procedures in the work place
- Remove downed or dead trees
- Help maintain roadways
- Cleaning light posts
- Cleaning windows
- Assist with special projects, as necessary
- Cut and split firewood
- Assist staff in more technical assignments
- Perform all related necessary duties as requested by the Facilities Manager

**Essential skills and experience**

- Experience in cleaning

- Working outdoors in inclement weather
- Working with a team of people
- Able to do repetitive tasks while maintaining a positive attitude

**Nonessential skills and experience:**

- Desire to grow personally, professionally and spiritually

**Reporting to this position: None**

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands, talk or hear. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Requires ability to lift heavy objects and manipulate heavy machinery up to 80 lbs.

■ *Work environment:* While performing the duties of this job, the noise level in the work environment ranges from minimal to very loud. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

**General sign-off:** The employee is expected to adhere to all company policies of Sandy Cove Ministries.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Created: 01/08/09

Revised: 01/10/17

Revised: 04/27/17

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