



# GRACE BRETHREN SCHOOLS

## JOB DESCRIPTION: FACILITIES STAFF

INFORMATION			
<b>Job Title:</b>	<b>Facilities Staff</b>	<b>Wkly. Hrs./Weeks:</b>	20/52
<b>Department:</b>	Maintenance	<b>Classification</b>	
<b>Reports To:</b>	Facilities Director	<b>Effective Date:</b>	9/1/2021

SUMMARY
Facilities Staff is responsible for overall cleanliness, sanitation, safety and maintenance of school facilities for the purpose of promoting the mission and purpose of GBS.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none"><li>• Maintain school buildings and grounds in top condition to ensure full and productive use of school facilities.</li><li>• Perform minor maintenance repairs and building/facility modifications such as repairing, moving or assembling furniture; repairing custodial equipment; touch up or cover up painting; hanging teaching aids, etc.</li><li>• Ensure that all activities conform to school guidelines.</li><li>• Communicate effectively with all members of the administration, faculty and community.</li><li>• React to change productively and handle other tasks as assigned.</li><li>• Assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.</li><li>• Appropriately operate all equipment and machinery as necessary while maintaining a high standard of safety, cleanliness and efficiency in all maintenance and repair projects.</li><li>• Maintain current CPR and 1st aid certifications.</li><li>• Move equipment and materials within and between school buildings.</li><li>• Be on the job during the prescribed hours established by the administration.</li><li>• Accept assignments established by the administration.</li><li>• Support the regulations established by the school council and administration through active enforcement of all policies, rules, and regulations.</li><li>• Refrain from physical contact with students except in the case of medical emergencies or other extenuating circumstances. When physical contact is deemed necessary, it is to be done only in the presence of other staff members</li><li>• Maintain dress and grooming standards in accordance with administrative policy.</li></ul>

COMPETENCIES
<ul style="list-style-type: none"><li>• Ability to cultivate a collaborative and creative work environment designed to advance the mission and purpose of GBS</li><li>• Excels in the area of biblical peacemaking</li><li>• Ability to work in a team-based , strengths-based environment</li><li>• Attention to detail, self-starter, commitment to excellence</li><li>• Efficient written and verbal communication skills</li><li>• Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or material</li><li>• Requires stooping, kneeling, crawling, bending, turning and reaching.</li><li>• Models and promotes a biblical view of vocation.</li></ul>

## QUALIFICATIONS

- Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities
- Functioning member of a local church
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Effective computer proficiency
- Competent, professional and personable
- Basic mathematics and accounting knowledge is necessary
- Excellent oral and written command of the English language is required
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must
- Reading and comprehending correspondence is imperative
- Commitment to personal and professional development toward effective leadership for eternal influence in every area of life.

## WORKING CONDITIONS

- Working Environment: must work indoors and outdoors year-round.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 50lbs.
- Must work in and around dust, fumes and odors.

## ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate with regard to race, gender, national or ethnic origin, color, age, or disability, to the extent required by law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

## APPLICATION PROCESS

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

**Office of Administration, Human Resources**  
**2762 Avenida Simi • Simi Valley, California • 93065**  
**[hr@gracebrethren.com](mailto:hr@gracebrethren.com) 805.522.4605**

Selection Process: All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures: All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.