



Job Description: Maintenance

Department: Maintenance
Reports to: Facility Manager
Exemption Status: Non-Exempt / Hourly
Hour Requirements: Part-time (25-30 hours per week)

JOB SUMMARY

Perform preventative as well as responsive maintenance/repair to the church building and the systems contained in it and related to it in order to keep it in an excellent condition. Complete requests from Victory Family Church staff members received through the Help Desk system. Find and assist outside contractors. Carries out all setup and teardown requests, assists in cleaning the building, and is available for last minute requests.

ESSENTIAL FUNCTIONS

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- Assist the Facility Director in achieving excellence in the facility.
- Ensure that nothing related to the facility hinders or prevents weekend or other services.
- Prioritize and address all requests from Victory Family Church staff members in the Help Desk system.
- Look for and remedy issues with the facility and its systems.
- Maintain/repair the building and parking lot's electrical and lighting systems.
- Maintain/repair the facility's plumbing.
- Paint as needed.
- Assist with deliveries.
- Manage taking items to off-site storage as well as retrieving items from off-site storage.
- Assist with and facilitate decoration of the facility for Christmas and other events.
- Hang signage for events.
- Assist the Production team with special services.
- Assist Grounds with snow removal.
- Sets up rooms with needed tables and chairs for various events, meetings, and classes held at Victory Family Church through the week.
- Responsible for the appearance of the room including: cleanliness, trash, and vacuuming.

JOB REQUIREMENTS AND BENEFITS

Physical Effort

- *Constant (90-100% of the time):* Walking, walking while pushing/pulling equipment, standing, grasping, holding, hand-eye coordination, crouching

- *Frequent (60-90% of the time)*: climbing ladders
- *Occasional (30-60% of the time)*: lifting/carrying up to 100 lbs.
- *Rare (0-30% of the time)*: crawling, sitting, talking

Education & Experience Required

- High school graduate
- Successfully pass a background check
- Electrical experience
- Plumbing experience
- Construction experience
- Mechanically inclined

Benefits to Full-time Employee

- Positive Working Environment
- Health care, Dental, Life Insurance, Vision & Disability Insurance (for individual only)
- Paid time off
- Church bookstore discount
- Café discounts
- Free Monday Night Bible School tuition

Time Requirements

- Total: 25-30
- Basic schedule:
 - Sunday: 1:00 p.m. – 7:00 p.m.
 - Monday thru Thursday: 3:00 p.m. – 9:00 p.m.

Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.