

# FAITH ACADEMY BELLVILLE

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## **Position: Operations Assistant**

**Description:** Under general supervision, perform custodial, minor maintenance, minor construction and/or grounds keeping tasks in and around campus operated buildings, grounds, and recreation areas.

### **Duties, Functions and Responsibilities:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Clean building interiors as needed.
- Perform grounds maintenance.
- Perform minor building maintenance and repair.
- Operate and maintain assigned vehicles and equipment.
- Set-up and tear-down exhibit halls and ballrooms in compliance with applicable local codes and procedures, ensuring the specifications and needs for each event are met.
- Perform minor construction work such as erecting partitions, building or tearing down walls, painting, building or erecting storage shed.
- Maintain inventory of materials and supplies.
- Set up and teardown of lunch tables daily.
- Daily lunch room maintenance - sweeping, wiping tables down, disposing of trash.
- Perform other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Skill in establishing and maintaining good working relationships with others.
- Skill in learning simple tasks.
- Skill in operating power tools.
- Skill in lifting and carrying equipment or materials applicable to the assigned work.
- Ability to understand oral and written instructions.
- Ability to read and write English.
- Knowledge of equipment used in janitorial, grounds keeping, or other related work.
- Ability to train others.
- Ability to read and follow floor plan sketches and diagrams.

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*I have been crucified with Christ and I no longer live, but Christ lives in me. The life I now live in the body, I live by faith in the Son of God, who loved me and gave himself for me.*

*-Galatians 2:20*