



# Campus Services Associate

## *Job Description*

DEPARTMENT: Campus Services  
REPORTS TO: Office Manager  
LOCATION: La Mirada  
FLSA STATUS: Non-Exempt  
EMPLOYEE  
STATUS: Flexible Part Time  
WORK HOURS: 6-10 hrs/week  
SCHEDULE: Varied  
APPROVED BY: Church Administrator

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### Summary:

The Campus Services Associate is to support, assist, and contribute to the overall ministry success at Grace by providing clean, well-maintained, and prepared facilities for all ministry activities and events.

### Essential Job Functions:

- Proactively access facilities repairs needs and cleanliness and report to the Office Manager.
- Provide general & specific cleaning services to church facilities.
- Replenish supplies as needed.
- Assist with lock-up and security needs as assigned.
- As assigned, ensure church facilities are unlocked, clean, set-up, and ready for weekly activities or events.
- Provide backup and/or primary support for campus facilities during special events as assigned or necessary.
- In partnership with Trustees, Church Administrator, and Office Manager, perform routine, general maintenance, minor repairs, troubleshoot facility-related problems prior to contacting external contractors.
- Other various duties assigned.

### Qualifications, Skills & Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Knowledge and Skills

- Basic knowledge of cleaning and building maintenance.
- Basic knowledge of hand tools, building equipment and systems.
- Working knowledge of work G-Suite (mail, docs, sheets).

Abilities

- Must be physically able to lift, lower, push and pull objects up to 50 lbs. unassisted.
- Ability to use church database, software collaboration tools and Grace’s email provider.
- Ability to follow oral or written instructions and directions.
- Must be able to work a rotating on-call shift.

Faith & Membership

Maintain a lifestyle with sound Christian principles and those established by the institution. Participate in the spiritual growth, development, care and support of other employees interacting with this position.

Education and/or Experience

High school diploma or GED with 1 to 2 years experience directly related to the duties and responsibilities.

Language skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions as well as procedure manuals.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, distance, proportions, percentages, area, circumference, and volume.

Reasoning Ability

Ability to apply common sense understanding to carry out instruction furnished in written, oral or diagram form.

Certificates, Licenses, Registration

Current State of California Drivers License

Working Conditions:

The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands or fingers, handle, or feel and reach with hands and arms. The employee frequently is required to stand, walk, climb, or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to sit. The employee is regularly required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Administrator Approval		
_____	_____	_____
Printed Name	Signature	Date

Employee Acceptance		
_____	_____	_____
Printed Name	Signature	Date