

# Scottsdale Christian Academy

## Job Description

Job Title: General Maintenance (2<sup>nd</sup> Shift)  
Department: Facilities  
Reports To: Facilities Director

FLSA Status: Non-Exempt  
Prepared By: Scott F Baughman  
Approved By: Brent Hodges  
Date: February 5, 2020

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### Basic Function

To perform assigned general maintenance responsibilities in an efficient manner.

### Responsibilities

1. Set up daily of cafeteria tables for breakfast/lunch and teardown
2. Other setups/teardowns as needed.
3. Basic electrical repairs-change fluorescent lights/ballasts, electric outlets, reset breakers, change fuses.
4. Unstop toilets.
5. Basic plumbing repairs.
6. Setup crosswalk signs daily
7. Unlock campus daily
8. Assist with daily trash pickup.
9. Occasional landscaping duties
10. Other jobs as assigned by Facilities Director.

## PRE-REQUISITE REQUIREMENTS

### Skills

#### *Examples:*

Oral Communication Skills: Must be able to understand and speak English for communicating with faculty and staff, for reading instructions/directions/manuals/guides.

Written Communication Skills: Must be able to fill out proper documentation for training records, etc.

Math Aptitude: Should be able to determine amounts of items such as chairs needed, etc. for setups or for mixing of chemicals, if needed.

Professionalism: Must always be aware that they are working at a school and that the client includes, faculty, staff, students, parents and visitors.

Reading Skills: Must be able to read English to be able to understand Event Planning Forms for setups and other events, etc. on campus.

### Beliefs:

Be in agreement with SCA's: Statement of Faith, Position on Critical Issues, and Statement of Marriage, Gender and Sexuality (reference [www.scottsdalechristian.org](http://www.scottsdalechristian.org) About, Employment section)

### Experience:

Prefer a minimum of one year doing any type of maintenance work. Some job specific training will be provided.