



Making disciples of Jesus Christ for the transformation of the world.

**CORE VALUES:** Love deeply, Host graciously, Serve intentionally

---

## Facilities Assistant

**Staff Purpose:** The Facilities Assistant seeks to serve as a faithful part of God's work in and through the Ministry of Glen Lake. The Facilities Assistant serves on a ministry team dedicated and committed to a team approach to the ministry entrusted to us.

**Job Summary:** The Facilities Assistant reports directly to the Facility Manager. The Facilities Assistant provides knowledge, hands-on expertise, and works diligently with the staff to ensure maintenance, renovations, and property upkeep is kept to a high standard.

Duties (include but not limited to)

- Fixing, repairing, replacing, and maintaining camp facilities, and grounds
- Able to work diligently and independently with maintenance crew
- Knowledge in areas of electricity, Plumbing, HV/AC, Construction
- Able to work well with others and to accomplish goals and objectives equal to Glen Lake Camp's mission
- Work with and give leadership and direction to volunteers
- Work directly and indirectly with office staff and Director of Operations
- Knowledge and desire to learn and continually educate self to complete tasks to the highest
- Perform on-call rotations for maintenance department
- Maintain shop cleanliness; organize, order, and keep inventory stocked with supplies and tools
- Maintain all equipment (trucks, tractors, lawns, etc.)
- Maintain pool chemicals and pumps
- Complete work orders from Facility Manager

Required Qualifications

- Desire to see one's life work to be dedicated toward Jesus Christ's Kingdom
- Dependable and excellent work ethic
- Ability to complete tasks to a high standard
- Ability to lift, move, swim, sit, and bend down
- Ability work with little supervision
- Commitment to safety and best practices with the field

Preferred Qualifications

- Experience in handling multiple facility projects
- Experience in handling and operating equipment (tractor, lifts, zero turn mowers)
- Experience with commercial equipment, 220, 3 phase, etc.
- HV/AC

Benefits:

- PTO
- Paid Holidays
- Major medical coverage for the employee

The Facilities Assistant will adhere to the principles of confidentiality concerning the business ministry.