



**Title:** Seasonal Facilities Assistant  
**Reports to:** Facilities Manager  
**Status:** Full Time/Part Time, Seasonal

**Position Summary:**

From June to August, the facilities assistant will work both independently and collaboratively with the facilities manager to reset the school and prepare the building for the following school year. This work will include several maintenance and enhancement projects.

**Requirements**

**Spiritual:** Be a professing born-again, Bible believing Christian and in regular attendance at a Bible believing church. Also, be in agreement with DCA Statement of Faith and Biblical Morality Standards (See Terms of Employment).

**Experience:** Experience working with your hands and willingness to learn. All team members must pass a background check as required for working in a school environment.

**Skills:**

- Physical stamina (ability to lift at least 50 lbs., stand for long periods, and perform repetitive tasks)
- Reliability and attention to detail
- Willingness to follow safety protocols

**Essential Responsibilities and Duties:**

- Assisting with classroom transitions: Efficiently move furniture, desks, and equipment to accommodate new layouts
- Floor restoration: Waxing floors, cleaning carpets
- Painting
- General carpentry, framing, and drywall
- Other duties as assigned

**Collaborative Responsibilities and Duties:**

- Coordinate with facilities manager on prioritization and completion of projects

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*Signed -* \_\_\_\_\_ Date

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Printed - \_\_\_\_\_ Date