

**Job Title: Facilities Assistant (Courier/Janitorial Supervisor/Maintenance Assistant)**

**Type of Staff:** Regular Full Time (Non Exempt)

**Staff Supervisor:** Department Manager, Facilities Services

**Job Overview:**

This person is responsible to provide the Kansas City Rescue Mission with safe, efficient courier service, and basic fleet maintenance; supervise assigned residents in janitorial work in the Men's Center campus; and assist the facility services manager with general maintenance and repairs to buildings and systems on both KCRM campuses.

**Job Qualifications:**

Must conform to KCRM "*Qualifications for Employment*" and support the KCRM "*Statement of Belief*" as outlined in the Employee Handbook.

Must be a person of high integrity, self-motivation, attention to detail, and highly reliable with assigned duties that will require little to no supervisory oversight.

Must be able to demonstrate the knowledge and skills necessary to provide the Mission with safe efficient courier services, effectively lead the CCOR men in cleaning the Men's Center building, and to assist other facilities services team members in the maintenance and repairs needed on all KCRM property.

Must properly represent the Mission to the general public. This person must interact with others including vendors, donors, staff, clients and volunteers with politeness, patience, kindness and grace.

Must maintain good personal hygiene and proper dress.

Must maintain a valid driver's license, a good driving record, drive responsibly and be willing to conform to the vehicle policy outlined in the KCRM Employee Handbook.

Must be a team player and be able to work in an environment with many competing priorities.

Must be able to communicate effectively in written and verbal form, use sound judgment to make independent decisions when necessary, and take direction and constructive criticism.

Must be able to evaluate multiple courses of action, considering cost, durability, and functionality of each and be able to recommend the best course of action to the immediate supervisor.

A minimum of a high school diploma/GED is preferred, prior supervisory experience is helpful.

Must be physically able to inspect facilities which may require climbing ladders, crawling in confined spaces, and negotiating varied and sometimes uneven surfaces.

Must be able to work in any kind of weather and have schedule flexibility during times of inclement weather.

May be required to lift objects in excess of 50 pounds.

Knowledge of Microsoft Office programs and ability to learn and effectively use other software programs is expected.

If this person is recovering from an *addiction or addictive behavior*\*, sobriety and abstinence for a minimum of two years is necessary.

(\*Addictions or addictive behaviors include but are not limited to: alcohol, drugs, gambling, pornography, inappropriate habits or choices and essentially any dependency inconsistent with Biblical standards.)

### **Duties and Responsibilities:**

- A. Schedule and drive KCRM vehicles for courier errands as assigned (i.e. - Sysco, Aldi's, Walmart, Sam's, Costco, etc.) and
- B. provide transportation for clients, staff, etc., as needed
- C. Arrange for and drive rental vehicles as necessary
- D. Keep fleet vehicles fueled, complete fleet preventative maintenance, and report any other fleet maintenance needs to the facilities services department manager.
- E. Supervise a team of CCOR residents in the janitorial work at the Men's Center.
- F. Perform maintenance and repair work on all KCRM property as assigned by the facilities services department manager.
- G. Perform all other work as may be assigned.