

Agape International Spiritual Center
FACILITIES & MAINTENANCE TEAM
Position Description

Job Title: Facilities & Maintenance Team Member
Reports To: Chief Administrative Officer
FLSA Status: Exempt

Summary: The Facilities & Maintenance Team performs a variety of tasks relative to facility maintenance and support; this Team is responsible for maintaining and ensuring the efficient operation of the Agape International Spiritual Center's (AISC) physical building and equipment. This is a part-time, exempt position.

Essential Duties and Responsibilities include the following: (Other duties may be assigned)

- 1) Room set-up and break-down, for AISC meetings, Agape University classes, Special Events, Memorials, and all other AISC activities and events.
- 2) Tent and table set-up and break-down for Sunday Services.
- 3) Janitorial services including, painting, carpentry, vacuuming, sweeping, mopping, stocking bathroom supplies, carpet shampooing, trash removal, lockup and securing the building at night.
- 4) Furniture movement and change of office moves.
- 5) Maintains the warehouse, storage areas, shops and mechanical areas in a clean, safe and secure manner.
- 6) General maintenance, including hanging art work and general repairs.
- 7) Understands and applies all safety and security procedures as required to maintain a safe and secure environment for employees, congregants and guests.

Qualifications: To perform this job successfully, this individual must be committed to the mission, philosophy and vision of the AISC. This person will be privy to sensitive and confidential information; therefore, this person must adhere to the AISC Standards of Conduct at all times. This employee must be reliable and able to work independently with little or no supervision. This person must be knowledgeable of the general maintenance requirements of the building. Must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: High school diploma; Preferred - minimum of two (2) years related experience and/or training; or equivalent combination of education and experience. Must be able to work weekends and evenings. Must have a valid California driver's license.

Language Ability: Able to communicate effectively in writing as appropriate for the needs of the audience, including but not limited to electronic mail correspondence and communication. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to complete forms in accordance with stated procedure. Ability to write routine reports and correspondence. Ability to speak effectively.

Reasoning Ability: Able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Technology: To perform this job successfully, an individual should have knowledge of all Google Applications, Microsoft Office XP, Internet Explorer and Microsoft Outlook.

Equipment: To perform this job successfully, an individual should be able to use the following office equipment: Desktop Computer, Printer, Multi-line telephone, Mobile phone, Facsimile machine, Photocopier, Digital Camera, and Calculator.

In addition must be able to use and operate: man lift, ladders, scrubbers, hand tools, power tools or other tools needed to complete duties, as well as TV, internet and Security cameras with monitoring function as requested by law enforcement authorities.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to walk up stairs, as the AISC has no elevator.

While performing the duties of this job, the employee must have sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to operate assigned equipment and vehicles.

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Job Announcement Open Period: Open until filled

Contact Person:

Thelma Chichester, Chief Administrative Officer
Agape International Spiritual Center
5700 Buckingham Parkway
Culver City, California 90230

HOW TO APPLY: Application packages will be accepted electronically at: jobs@agapelive.com or via U.S. Mail at the above listed address. We WILL NOT accept application packages that are forwarded by facsimile transmission.

REQUIRED DOCUMENTS: The following documents are required to complete the application package and must be provided by the closing date of this announcement:

Resume – Your resume may be submitted in any format. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., hour per week and month/year to month/year or month/year to present).

References – You must list at least one reference, with current contact information.

Transcripts – If qualifying based on education your transcripts will be required as part of your application.

WHAT TO EXPECT NEXT: If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility and qualifications for consideration. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

If you do not provide an email address, you are responsible for checking status updates and notifications. Hard copy notifications will not be sent.

Once a determination has been made that you meet the qualifications for this position, an email communication will be forwarded to you with further instructions.

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