

MorningStar Mission Ministries, Inc.

Position Description

Maintenance/Repair Assistant

Position Purpose:

1. The Maintenance/Repair man performs whatever duties are necessary to assist the MorningStar Mission buildings and facilities. He/she is responsible for the maintenance and repair of mission facilities.
2. This individual will also assist in the supervision of program guests as they perform maintenance and grounds keeping duties.

Primary Responsibilities:

1. Follow written and oral instructions.
2. Perform minor repairs to assist the mission building needs.
3. Work cooperatively and collaboratively with others as assigned.
4. Maintain equipment utilized in the various sections of the mission.
5. Operate all power equipment and hand tools.
6. Pick up and deliver needed equipment, parts and supplies as required, as well as assist in the total mission pick-up delivery system.
7. Perform periodic grounds maintenance, including operating power yard equipment, handling snow and taking measures to reduce hazards of ice.
8. Maintain the "tool shed" in an orderly, efficient and accurate manner, including but not limited to, being accountable for tools, equipment and supplies checked in/out to mission personnel and program guests.
9. Respond to warranty concerns on new equipment and systems in new buildings.

Additional Responsibilities:

1. Participate in staff meetings and other functions as required i.e. annual dinner, tag day, etc.
2. Work with the entire mission staff as a team member.
3. Work with volunteers as needed.
4. Incorporate the philosophy of MorningStar Mission in every aspect, whether dealing with staff, guests or donors.
5. Related duties as assigned.

Position Requirements:

1. Positive Christian testimony.
2. Possess good communications skills and the ability to work cooperatively and collaboratively with a variety of personalities.
3. Possess a high school diploma or equivalent.
4. Have ability to respond to the mission needs on an "on-call" basis.
5. Possess demonstrated initiative, flexibility, organization skills and dependability in the discharge of their duties.
6. Possess the skills, broad knowledge and abilities necessary to assist in facility repairs independently.
7. Possess a variety of tools to use on the job.
8. Able to lift at least 75 pounds.
9. Submit to a fingerprint background check.
10. Hold a current Illinois drivers license and evidence a good driving record.

Reports to: Kitchen Supervisor/Maintenance Supervisor