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| **Department:** Buildings& Grounds **Start date:** October 2019 (or when filled)  |
| **Job title: Facilities Assistant** |
| **Reports to:** Bruce Eaton  | **Hours: Part-time, 20 hours/week (4-5days/week)** |
| **Job Qualifications**CCEF is a Christian non-profit counseling and education organization located in Glenside, PA.The facilities assistant will report to the Office and Facilities Manager. The position requires a candidate who is responsible, professional, and considerate, and one who enjoys working in a Christian environment. The position requires a candidate who is able to work independently and with the Manager. The candidate should enjoy working both indoors and outdoors in all four seasons. Duties include office cleaning and a variety of interior and exterior maintenance tasks. A candidate should be available four to five days per week. A combination of day and evening hours works well for the position. This is a good position for a current student. The applicant must be able to carry 30lbs up and down stairs. Training is provided for this position. **Description:**  Office cleaning follows a regular schedule in the two buildings:* Bathrooms
* Kitchens
* Hallways
* Offices

  Facilities work involves indoor and outdoor maintenance needs that include:* Room setups and breakdowns
* Basic wall repair and painting
* Office furniture moving
* Lawn mowing, watering, weeding, leaf cleanup, snow removal

**Contact information:** Interested candidates should submit a resume or summary of work experience by September 30, 2109 to Charlotte Eastlack, Director of Business & Finance, at ceastlack@ccef.orgCandidates must possess an appreciation for and congruence with the stated Christian mission of CCEF to restore Christ to counseling and counseling to the church by thinking biblically about the issues of living in order to equip the church to meet counseling-related needs. |