

Job Title:	Logistics/Maintenance Technician
Department:	Operations
Classification:	Exempt
Supervisory Responsibility:	None
Reports To:	Logistics Manager
Salary Range:	

Function:

The Logistics/Maintenance Technician is responsible for making the facilities of New Life Church and Community Center a safe, clean, welcoming, and professional environment. This is accomplished by ensuring that the buildings and grounds are clean and in orderly condition and works to set up/break down rooms for Church activities and facility rentals. The position will be also responsible for performing preventative maintenance (light) as needed in a timely and efficient manner. High attention to detail and services mentality is key to this role as it is a huge part of creating a welcoming and authentic environment for all guests.

Qualifications:

- High school diploma or general education degree (GED)
- Valid driver's license
- Experience in hospitality: church, hotel, hospital or similar operation preferred; not required
- Working knowledge of HVAC, plumbing, electrical, structural, and general carpentry preferred; not required

Essential Duties and Responsibilities

- Perform furniture set-ups/breakdown for campus activities
- Monitor the Church grounds daily to ensure they are clear of trash and debris.
- Perform general routine cleaning and maintenance that includes but not limited to sweeping, mopping, scrubbing, vacuuming and emptying trash.
- Maintains professional attire, image and demeanor always.
- Must be able to work flexible hours to include days, evenings, weekends & holidays.
- May perform other duties as required.

KNOWLEDGE, SKILLS, and ABILITIES

- Ability to solve practical problems and deal with a variety of situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work independently as well as with a team in a demanding environment with a high level of attention to detail.
- Exceptional degree of integrity, compliance, safety and self-awareness.

Physical Demand

- The employee must regularly lift and /or move up to 50 pounds.
- Able to safely operate hand and power tools
- While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.