

CONGREGATIONAL SUMMER ASSEMBLY (CSA) MAINTENANCE ASSISTANTS

Reports to: Maintenance Manager

Supervisory Function: None

Purpose: Perform custodial and upkeep of the CSA buildings and grounds, roads, tennis courts, beach parking areas and playgrounds, including the Assembly Building, Pilgrim Place, Pump House, Maintenance Shed, Meeting House and Crystal View. Duties include understanding safety protocols and wearing proper safety equipment for the job (examples: safety glasses, hearing plugs, proper shoes.)

Job Type: Seasonal / Part Time 20-25 hours per week during 9-week CSA summer season (mid-June – mid August).

Skill and Knowledge Requirements:

- Must be 16 years old or older
- Ability to work independently and possess energy and enthusiasm.
- Ability to interact with the general public in a positive manner.
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff.
- Drivers license preferred and is required to drive golf cart & gator atv for maintenance tasks

Essential Functions

- Custodial Responsibilities
 - Ensure the interior of the Assembly Building, the Office, Meeting House and Pilgrim Place are checked daily for cleanliness including the restrooms, floors, walls, trash. Performs heavy cleaning duties - dusts furniture, walls, and equipment; sweeps, mops, scrubs, or vacuums floors; scrubs, sanitizes, and supplies restroom facilities; cleans windows
 - Empty trash receptacles in the buildings & on the grounds including those at the tennis courts, Lake Michigan and Crystal Lake beaches
 - Set up and take down of tables, chairs, for presenters, programs and events in the Meeting House, Assembly Building and other locations on CSA grounds
 - Mow grass in all public areas including the ballfield and shoulders to M-22, around Woods and Michigan Tennis Courts, Lake MI beach parking area, Crystal View grounds
 - Rake and remove leaves and litter as needed
 - Trim bushes and easily accessible, minor tree trimming
- Maintain all physical aspects of the CSA:
 - Paint and make minor repairs to buildings and equipment as directed by Maintenance Manager

Physical Requirements: 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. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DISCLAIMER: The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.