



CROSSINGS CHRISTIAN SCHOOL

DEVELOPING CHRIST-CENTERED SERVANT LEADERS

Position: Facility Support

Classification: Salaried, Non-Exempt

Division: All School

Primary Reporting Relationship: Facilities Manager

Mission: Partner with parents and church to develop students into Christ-centered servant leaders who are academically and spiritually prepared for college and life.

Job Description: The Facility Support Staff is responsible for handling building repairs and maintenance in an efficient and safe manner as assigned by the Facility Manager or designate

Employee Profile:

- Acceptance without reservation of the CCS Statement of Faith
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily
- Consistent participation in a local church community
- Commitment to the CCS Mission and purpose

Spiritual Profile:

- Models a consistent daily walk with Jesus Christ in speech, actions, attitudes
- Sets example of the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship
- Implements biblical principles as they relate to the spiritual well-being of students, parents, and staff
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff
- Shows support for the role of parents as primarily responsible before God for their children's education, and assists them in the task
- Encourages students to accept God's gift of salvation and grow in their faith
- Emphasizes to students the reality of their self-worth in Christ
- Foster spiritual growth in the lives of students through various means when appropriate and applicable

Professional Profile:

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school in addition to direct reports as stated on the organizational chart
- Maintains a clean, attractive, well-ordered workspace
- Accepts a share of responsibility for extra duties as assigned by Head of School and/or direct supervisor
- Utilizes educational opportunities and evaluation processes for professional growth
- Seeks the counsel of administration, colleagues, and parents, and is teachable
- Provides input and recommendations for administrative and managerial functions in the school
- Attends and participates in applicable scheduled devotional, committee, and faculty meetings
- Demonstrates knowledge of procedures for dealing with emergencies

- Contributes to the general improvement of the school program
- Cultivates positive relationships with parents, teachers, and students where applicable
- Communicates with staff, students, and parents effectively, clearly, and with grace

Personal Profile:

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism
- Exercises friendliness and consideration, treating students, parents, and staff without partiality
- Submits respectfully and is loyal to constituted authority
- Maintains a personal appearance that is a model of cleanliness, modesty, and good taste
- Uses acceptable and professional English in written and oral communication
- Develops and maintains rapport with students, parents, and staff to promote a positive learning environment
- Recognizes the need for good public relations while presenting the school in a favorable and professional manner to its constituency and the general public
- Demonstrates an appreciation and understanding of the uniqueness of the local community

Responsibilities:

- Monitor, coordinate, and manage daily repair/maintenance in various locations across campus
- Assist in the development of efficient methods for performing maintenance
- Report and track repairs by using the UPKEEP maintenance management software
- Develop and maintain relationships with vendors in all areas of repair and maintenance
- Set-up and take down of tables and chairs for events

Required Skills and Abilities:

- Education:
 - High School Diploma or equivalent required
 - Bachelor's Degree preferred
- Experience:
 - Two years in facility maintenance or related field preferred
- Experience in any or combination of the following areas is a plus:
 - Plumbing
 - Electrical
 - HVAC
 - Refrigeration
 - Roofing
 - Carpentry and Millwork
 - Automotive
- Skills:
 - Ability to listen, learn and provide service to Administrative staff/requests
 - Able to manage emails daily
 - Able to manage numerous competing demands in a dynamic environment
 - Excellent verbal and written communication skills
 - Basic computer skills, Apple based equipment

- Knowledge and use of hand and power tools
 - Oklahoma Driver's License required, CDL required (training provided upon hire if needed)
- Typical Physical Demands:
 - Walking to various locations on the 26 acre campus multiple times daily
 - Requires lifting (10-50 lbs.), carrying, bending, and stooping
 - Requires normal range of hearing and vision
 - Ability to climb and work off of ladders or personnel lift at heights up to 40 feet
 - Tolerance of extreme weather conditions both hot and cold