



## **Grace Bible Fellowship of Antioch (“GBF”)**

### **Facility Maintenance Job Description**

**\$12hr to \$15hr (depending on experience)  
Two part-time positions**

#### **POSITION SUMMARY:**

Facility Maintenance must be a self-starter and takes initiative to get the work done. The focus of this position, along with other duties, is to oversee the upkeep, maintenance, and repairs of GBF properties. Addressing any concerns and repairs that may arise and ensuring the property is well-maintained weekly.

#### **DUTIES AND RESPONSIBILITIES:**

- Inspects the facilities for cleanliness, attractiveness, uncluttered and well maintained inside and out.
- Assist with maintenance of plumbing, electrical and mechanical systems, including minor repairs.
- Ensure proper scheduling of set up and take down for church and ministry events.
- Monitor and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labor and materials.
- When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.
- Must have a valid driver’s license and in good standing with DMV.
- Ensures the compliance and implementation of building usage policies and ensure the staff and ministries’ need.
- Follow GBF policies to ensure the safety of people using our facilities and overall security.

#### **SKILLS:**

- Organize and the ability to prioritize tasks.
- Repair skills.
- Good oral and written communications.
- Some computer skills.
- Customer service oriented.

Job Location: Grace Bible Fellowship of Antioch, 3415 Oakley Rd, Antioch CA 94509

Interested candidates, please email your resume to [wdunmore@gbfofantioch.org](mailto:wdunmore@gbfofantioch.org) or call 925-522-2017 for more information.