

Seasonal Facility and Property Assistant

JOB POSTING

Division: Heritage College & Seminary	Job Location: Heritage Campus
Reports To: Facility and Property Manager	Department: Operations

About Heritage College & Seminary

Heritage College & Seminary exists to glorify God by partnering with churches in providing a biblically based education equipping men and women for life and ministry in the church and in the world.

Formed in 1993 from the merger of two respected institutions, Heritage has a rich history in providing academic excellence in the delivery of programs that help to shape biblical insight. The school is a place of worship that celebrates and cultivates God-given talents that make it possible for its graduates to Major in the Word of God, so they can help churches make a world of difference.

About the Role

Heritage College & Seminary is seeking an experienced Seasonal Facility and Property Assistant to join the Heritage family in fulfilling its mission of advancing the Lord's church through undergraduate and graduate programs and continuing education.

This position, reporting to the Facility and Property Manager will play a crucial role in advancing the mission of Heritage College & Seminary by Reporting to the Facility and Property Manager, the Facility and Property Assistant's primary objective is to assist with seasonal maintenance of Heritage property. This includes interior and exterior basic maintenance, painting, cleaning, and seasonal ground maintenance. In addition, this position will assist with room set up for on campus events, including academic needs of the college and seminary, conferencing, board meetings and any third-party rentals or building usage.

The ideal candidate should have a proven track record, excellent communication skills, a strategic mindset, and the ability to work collaboratively. The role requires a strong commitment to ethical practices and maintaining high standards of professionalism.

Duties and Responsibilities

- Workplace conduct should reflect a knowledge of and adherence to Heritage's Mission, Vision, and Values.
- Follow all Heritage health and safety policies & procedures to ensure the safe execution of all maintenance work.

- Perform groundskeeping duties including.
 - Regular grounds clean up.
 - Sweep and clear walkways and parking lot of debris.
 - Lawn mowing using a riding mower.
 - Trim and edge around walkways, flower beds, and fences.
 - Maintain gardens by planting flowers, grass, shrubs, and bushes.
 - Apply fertilizer as needed.
 - Weed control as needed.
 - Cut down trees and tree limbs that are posing a danger.
 - Rake, mulch, and prune the grounds as needed.
 - Water plants and grass as needed.
- Maintain all outdoor patio spaces.
 - Install and clean lawn furniture.
- Assist with the building maintenance.
 - Light cleaning as needed.
 - Repair work.
 - Drywall patching.
 - Painting.
- Assist with room set up for on campus events, including academic needs of the college and seminary, conferencing, board meetings and any third-party rentals or building usage.
- Be available and willing to perform other tasks as assigned by direct supervisor.

Qualifications

- High School diploma preferred.
- Basic knowledge of Microsoft applications, including Word, Excel, Outlook.
- Basic knowledge and use of hand tools and other maintenance equipment.
- Minimum of six (6) months' experience in property maintenance.