



Topeka Rescue Mission Ministry Position Description

Position Title: Facilities Staff
Location: Main Shelter & Various Other Locations
Reports to: Director of Facilities & Security
Date revised: December 13, 2019

SUMMARY OF RESPONSIBILITIES:

This ministry position is an integral part of the Maintenance Team which is responsible for proper maintenance of all Topeka Rescue Mission facilities. This individual must be able to use and operate machinery, equipment and tools correctly and safely within the building and grounds owned by the Topeka Rescue Mission. This individual must also be willing to:

- work with and communicate with every member of the team
- do a large variety of tasks
- whatever task is needed and they are asked to do
- have an attitude of service and patience towards TRM guests

Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Help with basic custodial and janitorial duties as needed. May include:
 - Sweeping, vacuuming and mopping floors
 - Scrubbing fixtures and walls
 - Emptying trash
 - Stocking tp, soap, sanitizer and other hygiene products throughout both shelters
 - Cleaning toilets, urinals, sinks and showers
 - Unclogging toilets, sinks and drains
 - Other misc custodial duties
- Clean and treat rooms and beds after guests leave TRM
- Help with mowing and maintenance of grounds around all TRM buildings
- Help with snow removal during winter
- Help with repair and maintenance of operating systems in all TRM buildings. May include:
 - Replacing toilet, urinal and sink parts as needed
 - Replace light bulbs
 - Interior and exterior painting
 - Programming and repair of card locks
- Communicate with supervisor about any work that requires outside expert assistance
- Respond to reports of mechanical or maintenance issues on TRM premises
- Clean and maintain tools and equipment
- Maintain safety procedures at all times and comply with access control regulations



EDUCATION & SKILLS

- High school diploma/GED required
- 4+ years' building maintenance experience
- Ability to work evenings and weekends as assigned
- Willingness to inspect and evaluate all mechanical aspects of the building
- Must have the ability to climb heights, lift up to 60 lbs. and climb ladders