



FACILITIES ASSISTANT

Position Description

The person in this role is responsible for assisting with the day-to-day needs and long-term maintenance of Richmond Hill's facilities. S/he should express a willing commitment to Richmond Hill's mission and exhibit firm knowledge of and ability to undertake basic maintenance procedures. Familiarity with Richmond Hill's physical plant is a plus.

RESPONSIBILITIES/DUTIES . . . UNDER GUIDANCE OF THE FACILITIES COORDINATOR

[Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities/duties.]

- Assist with the maintenance of the facilities and grounds of Richmond Hill, as assigned
- Undertake tasks safely, cleanly, and through to completion with minimal supervision and in a cost-effective manner
- Participate in the management of the building systems (e.g., HVAC, network communications, security), upon request
- Develop and maintain a regular schedule for the cleaning and upkeep of the facilities and grounds
- Help coordinate the schedules of and serve as host to contractors or vendors when they need to access the property
- Coordinate contractors' work with residents, if scheduled work could affect community life, work, and programming
- Participate in the activities of the Facilities and Grounds Committee
- The above responsibilities/duties require the ability to:
 - Move, elevate, or use supplies and equipment weighing up to 50 pounds
 - Safely use simple machinery and hand tools
 - Ascend/descend a ladder up to 16'
 - Sustain various physical positions, for example, to move supplies, dig, repair equipment, and clean
- Other expectations:
 - Attend semi-monthly all staff meetings, currently 10:30a – 11:30a each 2nd and 4th Tuesday
 - Attend or support Richmond Hill's special events, as appropriate and able

HOURS/SCHEDULE

Part-time, 20-hours per week (scheduled with Facilities Coordinator), typically occurring daily Tuesday – Friday and anytime between 9:00a and 5:00p. **This position is currently funded through December 23, 2021**, however an extension beyond that date may be possible.

COMMUNITY COMMITMENT

NOTE: Richmond Hill is open to this position being filled by a member of the residential community. Such a position carries different responsibilities and hiring and compensation components. If residency is a desired part of this role, please indicate that interest as part of the application process.

This position does not require a residential commitment. However all compensated individuals are strongly encouraged to embrace the tenets of the [Rule of Richmond Hill](#) and, when on site, to attend the Community's 15-minute prayer services (scheduled 7:00a, noon, 6:00p).

POSITION CLASSIFICATION

This position is classified as "non-exempt" under the Fair Labor Standards Act and will be filled by an individual serving as an employee (receiving a W-2 after year's end).

DESIRED START DATE

Fall 2021

COMPENSATION

Employees and residential community members share a deep commitment to Richmond Hill's mission. Their skills, experiences, and capabilities regularly exceed the salary (employees) or stipend (residents) levels Richmond Hill can supply. This holds true for all part-time positions, the hourly rate for which is fixed at \$15.00.

In accordance with the Richmond Hill Employee Handbook, no compensation is provided for holidays or other time-off. Similarly, no benefits are provided with this position.

Richmond Hill does not provide relocation expenses.

QUALIFICATIONS

The following list characterizes the knowledge, skill, and ability that will allow an individual to satisfactorily fulfill this position's responsibilities/duties.

- High school diploma or equivalent
- At least 2 years of proven experience in a similar role
- Knowledge of basic building maintenance tasks
- Self-motivated and capable of independent work, with an ability to receive and follow instructions with minimal supervision
- Accustomed to performing tasks professionally, safely, and cleanly
- Respect for diversity; ability to work effectively in an ecumenical environment with people from different backgrounds

TO APPLY

NOTE: Richmond Hill is open to this position being filled by a member of the residential community. Such a position carries different responsibilities and hiring and compensation components. If residency is a desired part of this role, please indicate that interest as part of the application process.

Richmond Hill will accept submissions until the position is filled. Send a cover letter and resume to apply@richmondhillva.org.

This position description reflects Richmond Hill's current assignment of functions; it does not proscribe nor restrict the future assignment of tasks.