



# RANKIN CHRISTIAN CENTER – JOB POSTING

**Job Title:** Custodian/Maintenance Assistant  
**Education:** High School Diploma/GED  
**Work Week:** Monday through Friday – Hours 9:00 A.M. – 2:00 P.M  
**FLSA Status:** Part Time - Non Exempt  
**Date Posted:** May 6, 2022

## **Summary**

Seeking a highly motivated Custodian/Maintenance Assistant here at the Rankin Christian Center to be a part of our team. In this position you would be assisting in the overall appearance and cleanliness of the Center and grounds. Along with the custodial responsibilities, this position is responsible for performing a variety of semi-skilled repairs and maintenance activities under the guidance of your supervisor. Must have good time management skills and a team focused approach, including the ability to work well with and take direction from others.

## **Requirements**

- High School Diploma/GED
- Obtain clearances - Act 33 and 34
- Valid Driver's PA
- Housekeeping experience and attention to detail
- Maintenance experience preferred
- Ability to work in an environment that requires multi-tasking
- Must possess strength, stamina and mobility to bend, squat, stretch, push, pull and reach frequently
- At times perform heavy physical work to lift and move materials/equipment weighting 50lbs or more with the proper equipment
- The ability to work independently or as a team throughout the stages of an assignment or project
- Must be able to work on ladders and have the basic knowledge of hand and power tools
- Ability to read and understand operating and maintenance instructions and manuals
- Good written and verbal communication skills
- Basic computer skills preferred

## **PLEASE SEND RESUME AND COVER LETTER TO:**

HUMAN RESOURCES DIRECTOR  
RANKIN CHRISTIAN CENTER  
230 THIRD AVENUE  
RANKIN, PA 15104

EMAIL TO – [Humanresources@rankinchristiancenter.org](mailto:Humanresources@rankinchristiancenter.org) OR FAX TO - 412-436-2147