



Facilities Assistant

Shelter KC is currently hiring a full-time facilities assistant. Shelter KC is a Christ-centered community serving among the poor and homeless of Kansas City. We offer hope and the opportunity for reconciliation and transformation through programs of relief, recovery, and reentry, empowering those we serve to reach their full potential.

Primary Job Responsibilities include but are not limited to:

- Schedule and drive Shelter KC vehicles for courier errands as assigned (i.e. - Sysco, Local Churches, Walmart, Sam's, Costco, etc.) and
- Keep fleet vehicles fueled, complete fleet preventative maintenance, and report any other fleet maintenance needs to the facilities services department manager.
- Supervise a team of CCOR residents in the janitorial work at the Men's Center.
- Perform maintenance and repair work on all Shelter KC property as assigned by the facilities services department supervisor.
- Manage and facilitate the onsite warehouse at Shelter KC.
- Perform all other work as may be assigned.

Required Qualifications:

- Must be a born-again Christian, possess a strong Christian character and be loyal, patient, tactful, pliable, and teachable.
- Have a heart and passion for those experiencing homelessness
- Interest in all aspects of rescue mission work and a dedication to promoting Shelter KC
- Adaptable team player comfortable working in a diverse, creative and fast-paced environment
- May be required to lift objects in excess of 50 pounds.
- Must be physically able to inspect facilities which may require climbing ladders, crawling in confined spaces, and negotiating varied and sometimes uneven surfaces.
- Must maintain a valid driver's license, a good driving record, drive responsibly and be willing to conform to the vehicle policy outlined in the Shelter KC Employee Handbook.
- Must be able to evaluate multiple courses of action, considering cost, durability, and functionality of each and be able to recommend the best course of action to the immediate supervisor.

All staff are required to adhere to and fully support Shelter KC's Mission Statement, Core Values, and Statement of Belief which can be found here: <https://www.shelterkc.org/about/employment/>

To apply, please visit <https://www.shelterkc.org/wp-content/uploads/2021/01/Pre-Employment-Questionnaire.pdf>

Job Type: Full-Time with benefits starting on day #1.

Pay: \$16.50 per hour for day and evening shifts.