



## **FACILITIES CREW MEMBER Job Description**

### **Organization**

The Great Falls Rescue Mission (GFRM) is a Christian, non-profit organization that has been serving the homeless in North Central Montana through emergency services and long-term recovery programs since 1963. GFRM partners with a large number of volunteers and local churches to meet the spiritual needs of the people we serve. The Great Falls Rescue Mission provides a continuum of care specifically tailored to the needs of homeless families offering shelter, meals, intervention, substance abuse recovery, and life skills development.

### **Summary**

The Facilities Crew Member assists with the maintenance and up-keep of three shelters and a Thrift Store. This is an hourly, full-time, non-exempt position, reporting to the GFRM Facilities Manager. Compensation is commensurate with skills and experience. This position includes benefits.

### **Qualifications:**

- Mature Christian with a strong faith and ability to lead as a Disciple of Christ.
- Must have a personal relationship with Jesus Christ and a desire to serve the Lord in a shelter/recovery ministry.
- Must be able to adhere to GFRM's Statement of Faith and Mission Statement. Must have compatible theology with GFRM's core values.
- Participation in spiritual and professional development training as assigned by the GFRM Operations Director. Attend weekly staff meetings.
- Prefer a minimum of 3 years experience working in construction.
- High School diploma or GED required.
- Valid Montana driver's license and insurable under GFRM's policy with an acceptable driving record.
- Occasional driving duties, as needed
- Other duties as assigned by GFRM Facilities Manager.

### **Job Skills & Requirements:**

- Maintain three shelters and a Thrift Store as well as minor construction, snow removal and lawn care.
- Operate and maintain all equipment
- Manage tasks, meet time schedules/deadlines, and effectively multi-task.
- Maintain a flexible work schedule
- Work independently with limited supervision.
- Work with all levels of the organization in a cooperative manner.
- Be a team player, have good communication skills, and have strong listening skills

- Teachable spirit and willingness to submit to leadership
- Self-motivated, exhibiting responsibility, maturity, integrity, and dependability
- Committed to team participation. Must be effective in working with staff within the facility
- Must be an initiator who can work under deadlines

*These duties are not exclusive and with consideration of the job requirements and the employee's skills, this job description can be added to or taken away from at the discretion of the employee's immediate supervisor.*

### **Physical Demands**

- Must be able to lift up to 75 pounds and have full mobility to accomplish tasks/projects.
- This position requires extended times of work on your feet and limited time working at a desk or computer.

### **Software & Equipment**

- Must have basic computer skills
- Must be familiar with Windows, Microsoft Word, and Excel
- Must be familiar with basic office equipment, such as computers, copiers, and printers

Applications are accepted with your resume attached at the GFRM Administration Office located at 408 2<sup>nd</sup> Avenue South, EAST ENTRANCE, during normal business hours Monday – Friday, 8:30 am to 5:00 pm.

Contact Person: Jeremy Trebas, Operations Director, [jeremy.trebas@gfrm.org](mailto:jeremy.trebas@gfrm.org).