

# Gospel Outreach

## Job Description

### Building Maintenance

**Reports to:** VP for Administration

**Duties and Responsibilities:**

- Periodically tours the building with VP for Administration to assess future maintenance needs.
- Works throughout the year, as time permits, to fix the identified needs.
- Provides quote to VP for Finance, and gets approval before purchasing supplies.

**Essential Knowledge, Skills, and Abilities:**

- A passion for the mission of Gospel Outreach.
- Handyman skills.

**Schedule:**

- Flexible hours.