

## **Fairhill Campus Assistant**

### **Summary**

The Fairhill Campus Assistant position regularly performs critical assigned projects and tasks that help to ensure the protection, safety, cleanliness and operational efficiency of the Fairhill Center and it's employees, visitors, clients, patients, volunteers and tenants, to the best of his/her ability by assisting in overall campus organization, maintenance, repair and beautification.

### **Responsibilities**

- Regularly assists in any area on Fairhill Center Campus that has a need for organizing, cleaning, building, repairing, beautification, renovation, etc.;
- Works with any department or senior staff individual that may have a project or task with specified needs;
- Exhibits a familiarity with the Fairhill Center Complex of buildings and with the locations of tenants as well as critical program essentials;
- Performs assigned duties in relation to area of skilled expertise and is accountable for achievement of specific tasks related to the Fairhill Strategic Plan;
- Reports emergencies promptly to designated persons;
- Completes program tasks, reports and work orders against deadlines;
- Performs other duties as assigned.

### **Qualifications**

- Must be a high school graduate or GED equivalent; preferably with two (2) to three (3) years experience in related field;
- Demonstrates the skills and knowledge to undertake tasks required for the position;
- Demonstrates strong initiative to work safely and efficiently without routine supervision;
- Must be steady and reliable and able to remain calm and competent during emergencies;
- Demonstrates ability to work willingly in a team by assisting co-workers as needed.