
HOMES FOR FAMILIES – MAINTENANCE

Position Assignment

Title: Homes for Families – Maintenance
Organizational Unit: Homes for Families
Recruited by: Director of Maintenance
Approved by: Vice President of Campus Ministries

Working Relationships

Reports to: Director of Maintenance
Staff Team: Director of Maintenance, Homes for Families – Director, Vice President of Campus Ministries, and all STCH Ministries staff to enhance the total program

Basic Functions

The Maintenance position plays an important role in the Homes for Families program of South Texas Children’s Home Ministries (STCH Ministries). The Maintenance position provides maintenance of all properties, structures, grounds, and vehicles for STCH Ministries’ Homes for Families and Homes for campuses to ensure they are in a state of good repair, function, and appearance.

Basic Responsibilities

1. To assist in providing maintenance of all properties, structures, and grounds on Homes for Families Campuses.
2. To assist in providing maintenance of all properties, structures, and grounds on Homes for Children Campus.
3. To assist in building maintenance in the areas of carpentry, painting, roofing, flooring, locks, ceilings, plumbing, and furniture repair.
4. To assist in maintenance of STCH Ministries vehicles.
5. To report any major maintenance problems to the Director of Maintenance.
6. To perform all other duties as assigned.

***A standard 40-hour work week is normal; however, flexible hours and overtime may occur.*

Position Description

STCH Ministries



I, the employee, have read, understand, and agree with the position description for Homes for Families – Maintenance.

Employee Signature

Date

Employee Supervisor Signature

Date