

FACILITIES CUSTODIAN, SOUTH CRESTVIEW CAMPUS

Position Title: Facilities Custodian
(Part-Time; Non-Exempt Position)

Date: October 6, 2021

Supervisor: Facilities Director or Campus Pastor

Purpose: Helping connect people to Christ by creating a distraction-free clean and safe environment by keeping the church facilities clean, orderly, secure, maintained and ready for ministry.

PRIMARY DUTIES:

1. Responsible for overall facility condition and cleanliness.
 - a. Sweep, scrub, wax floors; vacuum and clean rugs and carpets; clean restrooms: empty and clean waste and food receptacles.
 - b. Wash and dust windows, walls, and blinds.
 - c. Perform minor maintenance and repairs on equipment or buildings such as replacing light bulbs, fixing doors, or minor painting.
 - d. Insect buildings for safety, fire, and sanitary hazards.
 - e. Maintain and order custodial equipment and supplies.
 - f. Perform various tasks in moving or rearranging furniture, desks and other equipment; set up room for meetings and events.
2. Coordinate with staff to assist in facility use for church, Crosspoint Academy, and other ministry events.
3. Lead and oversee ways to utilize volunteers to serve in the Facilities Ministry.
4. Regularly inspect the church premises for areas of need or concern.
5. Support the ministry goals of Crosspoint through the application of expertise primarily in custodial care.
6. When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.
7. Oversee proper set up and tear down for church events, which may occasionally include some “extra” hours.
8. Uphold the Staff Covenant.

SKILLS DESIRED:

1. Dedicated Christian
2. Eye for details and organizational skill.
3. General knowledge of facilities maintenance is preferred but not required.
4. Uphold and adhere to the Staff Covenant
5. Work with all ministries to provide facilities support for the overall success of the campus.
6. Ability to work as a team and always portray the church, campus, staff, and ministry in a positive light.
7. Recognition that this is a ministry position, and that the facilities director is to act as a minister of Christ and of the church.