



Position Title: Facilities Custodian
(Part-Time 15 hours per week; Non-Exempt Position)

Date: May 23, 2024

Supervisor: Campus Pastor, North Crestview Campus

Purpose: To provide cleaning campus facilities, and to individual ministries so that people are connected to Christ.

PRIMARY DUTIES:

1. Responsible for overall facility condition and cleanliness. This includes Crosspoint Academy and the Counseling Center.
 - 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.

PHYSICAL REQUIREMENTS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without a reasonable accommodation.

1. Environment

- a. Work is performed primarily in an indoor environment with exposure to dust, grease, odors and cleaning agents.
- b. Work hours include shift work in order to minimize disruption of daily church activities.

2. Physical

- a. Must be able to remain in a stationary position 50% of the time.
- b. Must be in a position to move for prolonged periods of time across the areas of the campus.
- c. Must be able to position self through stooping, bending, reaching, kneeling, twisting or other means to complete primary duties.
- d. Must be able to regularly move light to moderately heavy items and occasionally items over 50 pounds.
- e. Must have ability to operate on a constant basis equipment used in primary duties.
- f. Must have the ability to see in the normal vision range, with or without correction.
- g. Must have the ability to hear in the normal hearing range, with or without correction.