



FACILITIES MAINTENANCE/CUSTODIAL TEAM LEAD, NICEVILLE CAMPUS

Position Title: Facilities Maintenance/Custodial Team Lead
Full-Time; Non-Exempt Position

Date: April 2025

Supervisor: Facilities Manager

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

PRIMARY DUTIES:

1. Team Leadership Duties

- a. Supervise, train, and evaluate custodial technicians to ensure high performance.
- b. Coordinate custodial schedules and assignments in collaboration with the Facility Manager.
- c. Provide recommendations for facility improvements or renovations.
- d. Conduct daily inspections of the facility and grounds to identify maintenance issues or cleaning needs.
- e. Ensure facility security by unlocking/locking doors according to the church calendar (eSPACE).

2. Facility/Custodial Duties

- a. Perform daily cleaning of building interiors, including floors, walls, doors, handrails, chairs, tables, windows, mirrors, and glass surfaces.
- b. Service, clean, and restock restrooms and shower rooms.
- c. Gather and dispose of trash from the facility and grounds.
- d. Maintain cleanliness of sidewalks, stairs, walkways (within 16 feet of the building), and church grounds by removing debris and trash.
- e. Identify clutter or obsolete equipment/furniture, coordinate disposal or organization with the Facilities Manager.
- f. Occasionally assist with event setups in facilities (e.g., tables/chairs).
- g. Maintain an orderly custodial supply room, requisition supplies weekly for cleaning and maintenance needs.

3. General Maintenance Duties

- a. Work with the Maintenance Director to prioritize work orders and schedule tasks using SpiceWorks.
- b. Perform minor repairs (doors, windows, cabinets, floors, ceilings) and cosmetic touch-ups (painting).
- c. Conduct minor plumbing, electrical, carpentry repairs, and installation projects.
- d. Replace HVAC filters and light bulbs throughout facilities and grounds.
- e. Address safety concerns promptly to ensure staff and congregation safety.
- f. Keep maintenance areas clean and organized, by properly storing chemicals and consumables.
- g. Submit work orders via SpiceWorks in coordination with the Facilities Maintenance team.

4. Other Duties

- Other duties as assigned
- Uphold the church's Staff Covenant in all duties performed

SKILLS DESIRED: (LIST QUALIFICATIONS/SKILLS DESIRED TO PERFORM JOB)

1. Dedicated Follower of Jesus.
2. Well organized, able to prioritize own work.
3. Ministry minded; relationship focused.
4. A self-starter who can multi-task, prioritize workload, and turn a vision into reality.
5. Work well with a team.
6. Think in terms of solutions.
7. Have a positive attitude.
8. Strong computer, technical, organization, and communication skills.
9. Embody a "whatever it takes" mentality.
10. Ability to carry 50 pounds.
11. Strong maintenance background and familiarity with the safe use of a wide variety of hand tools and power tools.
12. General knowledge of building maintenance, general carpentry, plumbing, electrical, and HVAC skills.

PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:

Upon appropriate request, Crosspoint may provide employees with a reasonable accommodation, so long as doing so does not result in undue hardship to the church.

1. Occasionally remains in a stationary sitting position at a computer workstation.
2. Frequently travels over common ground and surfaces such as hallways and sidewalks.
3. Frequently bends, crouches and kneels.
4. Occasionally reaches overhead.
5. Frequently lifts or transports items weighing 25 pounds or less.
6. Occasionally lifts or transports items weighing 50 pounds or less.
7. Frequently operates equipment used on primary duties.
8. Frequently uses visual acuity to perform primary duties.
9. Occasionally must have the ability to perceive the nature of sound.
10. Work is performed primarily in an indoor environment with exposure to dust, grease, odors and cleaning agents.
11. Work hours include shift work in order to minimize disruption of daily church activities.

KEY PERFORMANCE MEASUREMENTS: (LIST IMPORTANT AREAS THAT WILL BE ASSESSED)

1. Contributing to a distraction-free environment.
2. Chemistry and unity within the Facilities Team, and larger staff team.
3. Responsive to maintenance needs of the staff team.
4. Good stewardship of church resources.
5. Spaces cleaned and prepared on-time.
6. Reliability and flexibility to support ministries of the church.