



## FACILITIES TEAM LEADER CUSTODIAL TECHNICIAN, NICEVILLE CAMPUS

**Position Title:** Team Leader Custodial Technician  
**Full-Time; Non-Exempt Position**

**Date:** March 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, and secure, making them ready for ministry.

### PRIMARY DUTIES:

1. Responsible for the day to day cleaning and upkeep of the facility and grounds, including but not limited to:
  - a. Clean building floors by sweeping, mopping, scrubbing or vacuuming
  - b. Clean walls, doors, handrails, chairs and tables.
  - c. Gather and empty trash
  - d. Service, clean and supply restrooms and shower rooms
  - e. Clean windows, glass, mirrors, etc.
  - f. Remove debris from sidewalks, stairs, walkways within 16 feet of the building
  - g. Pick up any trash on the church grounds
2. Lead custodial technicians team:
  - a. Coordinate with facility manager schedule and assignments of custodial technicians
  - b. Supervise team of custodial technicians
  - c. Train and evaluate custodial technicians
3. Custodial equipment responsibilities:
  - a. Keep Custodial storage areas clean and organized
  - b. Maintain proper storage of chemicals and consumables
  - c. Organize and maintain assigned tools and supplies
  - d. Promptly address safety issues to maintain safety of all staff and congregation
  - e. Complete weekly custodial supply inventory to generate weekly order from vendor
4. Other facilities responsibilities
  - a. Make recommendations for facility improvements, upgrades or renovations
  - b. Run errands necessary for the job
  - c. Occasionally assist with set-ups for facilities
5. Assist with identifying clutter or obsolete equipment/furniture, inform Facilities Manager, and dispose or organize accordingly.
6. Move furniture, equipment and supplies, either manually or with hand truck/cart
7. Setup, arrange and remove tables, chairs, decoration, etc. to prepare for worship services/ministry events/meetings according to eSPACE report.
8. Stock and maintain and orderly custodial supply room. Requisition for supplies, equipment for cleaning and maintenance items for weekly purchasing.
9. Identify and document needed repairs using SpiceWorks and submit work orders in coordination with the church Facilities Maintenance team.

10. Follow cleaning procedures/specifications outlined by manufacturer's directions for the use of chemical cleaners and power equipment.
11. Inspects facility and grounds daily to identify any maintenance issues, damages, non-routine cleaning needs, or potential concerns/issues/problems.
12. Ensures the facility is secure at all times—including unlocking/locking appropriate doors as determined by the church calendar (eSPACE).
13. Uphold the Staff Covenant.

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## **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 leading 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. Strong maintenance background and familiarity with the safe use of a wide variety of hand tools and power tools.
11. General knowledge of building maintenance, general carpentry, plumbing, electrical, and HVAC skills.

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## **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.

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## **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.