



JOB DESCRIPTION

CUSTODIAL TECHNICIAN, NICEVILLE CAMPUS

Position Title:	Custodial Technician
	Full-Time and Part-Time; Non-Exempt Position
Supervisor:	Facilities Manager
Purpose:	Helping people 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. This role serves people by caring for the spaces where lives are transformed, helping every person experience a church that reflects Christ's love.

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. Carry out weekly/monthly heavy cleaning tasks and special projects.
3. Assist with identifying clutter or obsolete equipment/furniture, inform Facilities Manager, and dispose or organize accordingly.
4. Buffing and cleaning floors using mechanical equipment.
5. Move furniture, equipment and supplies, either manually or with hand truck/cart.
6. Setup, arrange and remove tables, chairs, decoration, etc. to prepare for worship services/ministry events/meetings according to eSPACE report.
7. Stock and maintain and orderly custodial supply room. Requisition for supplies, equipment for cleaning and maintenance duties for weekly purchasing.
8. Identify and document needed repairs using eSPACE and submit work orders in coordination with the church Facilities Maintenance team.
9. Follow cleaning procedures/specifications outlined by manufacturer's directions for the use of chemical cleaners and power equipment.
10. Inspects facility and grounds daily to identify any maintenance issues, damages, non-routine cleaning needs, or potential concerns/issues/problems.
11. Ensures the facility is secure at all times—including unlocking/locking appropriate doors as determined by the church calendar (eSPACE).
12. Foster positive relationships with staff, volunteers, ministry leaders, and church members through a helpful, approachable and servant-hearted attitude.
13. Uphold the Staff Covenant.

SKILLS DESIRED:

1. Demonstrates a growing relationship with Jesus.
2. Well organized, able to prioritize own work.
3. Be helpful to team members, other staff and the congregation.
4. Basic knowledge of cleaning
5. Quick learner interested in understanding the pulse and working of the church. Interest in expanding knowledge and experience.
6. Effective verbal and written communication skills.
7. Can work effectively independently as well as a member of a team.
8. Commitment to Task. Has a tenacious attitude to achieve results in an environment when priorities change quickly.
9. Can-do confidence and approaches problems as opportunities with whatever-it-takes attitude.

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:

1. Contributing to a distraction-free environment.
2. Chemistry and unity within the Facilities Team, and larger staff team.
3. Build trust and positive relationships with diverse groups of people.
4. Spaces cleaned and prepared on time.
5. Reliability and flexibility to support ministries of the church.