

JOB DESCRIPTION
CUSTODIAN
CAMPUS: TOWN CENTER



Ministry Area: Administration

Ministry Position: Custodian

Time commitment: 5 hours per week, part time hourly, non-exempt status

Report to: Campus Coordinator

Position Overview:

More than just cleaning, you are a vital part of Grace Church's first impression to those who enter our buildings. Grace Church is passionate about making our guests and regular attendees feel comfortable and at home. This ultimately allows them to relax and take in God's Word and truth that is being taught and shared.

Essential Job Functions

- Cleaning the Grace Church facilities (Includes daily tasks such as vacuuming, cleaning and restocking restrooms, wiping down all surfaces, cleaning carpets, washing windows, mopping floors, emptying trash, taking trash to the dumpster and other various "cleaning" tasks.).
- Occasional weekend hours.
- Occasional meeting with those wanting to use the facilities to have a "walk through" to teach them the rules and usage of a certain section.
- Doing what it takes to allow our church services and events to occur in an excellent fashion and being someone who will treat the church facilities as their own.
- Interaction with vendors, such as signing for a delivery of an order.
- As needed, room set up for church wide initiatives and programing.
- Maintain a facilities calendar for reoccurring monthly, quarterly, annually facility servicing (eg. Air-filters, dispenser battery replacement, lighting timer changes).
- Strong attention to detail.
- Task-oriented in being driven to accomplish all tasks required.
- Schedule flexibility: This position requires flexibility in your schedule to allow the building to be cleaned in a fashion and timeline that is suitable to its use (There is a semi-regular weekly cleaning schedule, but due to the use of the buildings, there are times when that can change).
- This position is physically demanding and requires being able to lift a minimum of 30 lbs. with repetitive motions while standing all day.
- Gracious interaction with vendors, guests, and regular attendees is necessary as we represent not only Grace Church, but also Jesus Christ.

Physical Requirements

- This position is physically demanding and requires being able to lift a minimum of 30 lbs., with repetitive motions while standing all day
- The ability to move a variety of furniture and set up and tear down of tables and chairs.
- An ability to use and be safe on a ladder (minimum 8ft high) and to climb to the roof of the church to work on maintenance issues as needed.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Faithful and committed attendee of Grace Church, Town Center Campus.
- Adhere to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Has attended or will attend the Introduction Classes of Grace Church within six months of hire date.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Ability to maintain a positive outlook, handling stressful situation with self-control and a spirit of teamwork even in the midst of time sensitive projects.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Ability to work from a ladder.
- Be willing to perform other duties as required in a spirit of servitude.

Measured By

- 30-60-90 day Review by the Campus Coordinator.
- Annual Review by the Campus Coordinator.
- Input from staff and volunteers.