

**JOB DESCRIPTION**  
**COORDINATOR**  
**CAMPUS: MEDINA EAST**



**Ministry Area:** Administrative

**Ministry Position:** Custodial Coordinator

**Time commitment:** 20 hours per week, part-time salary, non-exempt status

**Reports to:** Ramone Harrigan, Facilities Manager

### **Position Overview**

This position plays a vital role in the first impression of Grace Church to all who visit the property. It is much more than basic cleaning and maintenance. Grace Church is passionate about presenting a comfortable environment for our guests and regular attenders to feel 'at home' when they are on the premises. Maintaining well-kept facilities allows our guests to relax and take in God's word which is being taught and shared in these spaces. Being a part of Grace Church's custodial staff means having to share the passion of doing all things with excellence. This position requires a teammate who has the vision for their role as a ministry rather than a day-to-day job.

### **Essential Job Functions**

- Regularly cleaning the indoors of the facility (including daily tasks such as vacuuming, cleaning restrooms, removing trash, wiping down surfaces, shampooing carpets, washing windows and various other tasks)
- Upkeep of the outdoors of the facility (including tasks such as mowing grass, trimming, weeding, clearing snow from entryways and various other tasks)
- Flexibility to work the hours needed to accomplish daily tasks and prepare for special events which include regular weekend responsibilities, and may include occasional evenings to cover ministry events.
- Gracious interactions with guests and regular attenders as a representation of Grace Church and Jesus Christ
- Occasional interactions with vendors such as signing for package deliveries
- A task-oriented ability to work unsupervised while accomplishing a variety of tasks in a timely manner
- Strong attention to detail

### **Physical Requirements**

- This position is physically demanding and requires the ability to lift a minimum of 30 pounds with repetitive motion while remaining on your feet throughout the day
- The ability to move a variety of furniture and set-up/tear-down tables and chairs

### **Technical**

- Is proficient and confident in computer skills which include the programs of Microsoft Office
- A willingness to learn and become proficient in all in-house management systems and any other programs that will help enhance Grace Church ministries

## **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).
- Work as for the Lord (Colossians 3:23).
- Love Christ with a desire to see others love and know Him (Ephesians 3:14–19).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (I John 5:14).

## **General Requirements**

- Faithful and committed attendee of Grace Church, Medina East Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Has completed or is in the process of completing Discovery within six months of hire.
- Has a heart focused on ministry, not just a job.
- 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.
- Is teachable and willing to learn how to develop both strengths and weaknesses.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- 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.
- Possesses a strong work ethic (We are the recipients of the Lord's money), working the required weekly hours.
- Is self-directed and a self-starter, pro-actively working independently with minimal supervision.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
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- Strive for excellence, not perfection.
- An eagerness to initiate or respond personally to the needs and questions of others connecting them to the ministry of Grace Church.
- A willingness to be part of the overall Grace staff team being flexible as assignments and/or weekly needs arise.
- Is dependable, thoughtful, and trustworthy.
- Has a professional, yet personal approach to ministry.
- Is willing to perform other duties as required in a spirit of servitude.

## **Measured By**

- A 30/60/90-day review by the Facility Manager.
- Annual Review by the Facility Manager.
- Input from leadership, staff and volunteers.