



## JOB DESCRIPTION

**Title:** Custodial and Facility Assistant  
**Department:** Facilities  
**Reports To:** Facility Lead  
**Pay Status:** Hourly/Non-Exempt - Full Time 40 Hours

**General Summary and Objective:** The custodial and maintenance assistant helps people live and love like Jesus by creating and maintaining a safe and clean work/worship environment, providing general facility oversight and maintenance, and fostering an empowering volunteer culture.

### Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist the Facility Lead in providing comprehensive custodial management to ensure a safe and clean work/worship environment
  - Clean, maintain and sanitize all rooms, office areas and restrooms on the main level (excluding the Worship Center, Café, and Gym), including the Chapel, Atrium, kitchen, and Kids Area.
    - Check and stock toilet paper, paper towels, and soap dispensers
    - Clean porcelain fixtures, partitions, countertops, mirrors and floors
    - Maintain inventory as needed in facility storage area
    - Disinfecting all hard surfaces, door handles etc.
    - Dusting and polishing all wood surfaces.
    - Emptying all trash receptacles as needed.
    - Vacuuming and mopping floors as needed.
    - Spot clean carpets as needed.
- Assist the Facility lead in providing general facility/ground oversight and maintenance.
  - Oversee maintenance schedules and repairs of related custodial and maintenance equipment.
  - Ensure facility team projects and maintenance requests are done timely by the team and/or volunteers and are prioritized appropriately.
  - Create regular rhythms for servicing and maintaining the grounds (parking lot, mowing, landscaping, etc.)
  - Reset ECS area on Fridays for Children's Weekend Worship by moving furniture or other items as needed, cleaning, and preparing the space.
  - Reset on Sundays to weekday programming of ECS Preschool by cleaning and moving necessary items.

- Recruit, equip, and empower facility team volunteers with an emphasis on growing individuals toward increased leadership and ownership of the facilities ministry.
  - Create leadership teams for the various ministry areas within the facility/grounds
  - Create both one-time and ongoing serving opportunities

**Additional Responsibilities:**

- Attend all-staff events such as staff prayer, staff chapel, and all-staff meeting
- Attend and support church-wide events (weekend gatherings, special events, etc.)
- Provide facility support for ECS and MMO as needed
- Performs other duties as assigned

**Requirements (knowledge, skills, abilities, education, etc.)**

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- High School diploma or GED
- Ability to use common tools
- Ability to perform duties with minimal supervision
- Minimal computer skills required
- Willingness to equip and empower volunteer leaders
- Demonstrated capacity to lead and administrate
- Self-starter with the ability to work both in a team environment and without direct supervision
- Ability to convey a positive professional image

**Work Environment**

Most work will be completed indoors in a church building; however, outside work is likely with possible extreme weather conditions such as during snow removal and mowing. The position is frequently exposed to lubricants, fuel, fluids, cleaning solvents, batteries, and other bio-chemical waste products such as bodily fluids. There will be occasional exposure to loud noises from construction equipment including generators, lifts, and power tools. This role also routinely uses standard office equipment such as computers, phones and photocopiers.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear, and see color. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms. This position has significant physical demands including set up and tear down, moving chairs, furniture, etc., walking the building,

climbing stairs, and lifting and moving items of 50 pounds or less. The employee will need to be able to bend at the waist, sit, kneel.

**Position Type/Expected Hours of Work**

This position is full time. Normal working hours are Sunday 8:00 AM - 2:00 PM, Monday-Friday 8:00 - 5:00PM with an hour lunch break. This position will have 2 days off per week. One day will be Saturday and the other will be up to the candidate to decide upon hiring.

**Travel**

This position should not require travel aside from occasional errands as needed locally for cleaning supplies, etc.

*Updated: July 11, 2024*

*The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.*