

OAK RIDGE BAPTIST CHURCH

PART-TIME BUILDING CUSTODIAN

REPORTING RELATIONSHIPS

Building Custodian

Reports to: Facility Manager - Directly
Business Pastor - Indirectly

Supervises: Facility Response Team; custodian volunteers

Relates to: Facility Response Team leaders and volunteers, the Congregation and Staff of ORBC

Job Classification: Part-Time Operations Staff

THE POSITION

The Part-Time Building Custodian at Oak Ridge Baptist Church, under the direct supervision of the Facility Manager, will maintain ORBC facilities, equipment, and resources in a clean, attractive, and safe manner. The work schedule will be approximately 10 hours per week, with the primary focus being Sunday afternoons from 3pm to 6pm. The remainder of the week will consist of general cleaning and maintenance related tasks. The Part-Time Building Custodian will also be responsible for assisting with event related set ups and tear downs. The Part-Time Building Custodian is expected to be flexible, teachable, and able to adapt to unusual and unexpected changes in schedules.

- **An active member of Oak Ridge Baptist Church who recognizes and appreciates the privilege and responsibility of stewardship.**
- **A team player and team builder who focuses on the good of the entire organization.**

The Part-Time Building Custodian will work with the Facility Manager to develop an appropriate work schedule to ensure all facilities will be ready for Sunday services. The successful candidate will display good organizational skills and demonstrate the ability to supervise a small group of volunteers as may be necessary.

GOALS AND EXPECTATIONS

The effective Part-Time Building Custodian will achieve the following goals during the first 24 months of work:

- Become a valued part of the ORBC staff, earning the trust and respect of the other staff and volunteers.
- Bring organization, discipline, a servant's heart, and a strong work ethic to the position.
- Become familiar with the equipment and chemicals used by the industry, the safe handling of each, and the SDS associated with each chemical.

CANDIDATE PROFILE

The following describes many of the characteristics of the ideal candidate for the Part-Time Building Custodian:

EDUCATION

It is desired that the candidate will have a high school diploma or G.E.D.

EXPERIENCE/SKILLS

The successful candidate will have some knowledge of cleaning methods, materials, and equipment. The ideal candidate will have the ability to understand oral and written instructions. They will be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. They will demonstrate an ability to communicate effectively, verbally and in writing. The right candidate will be able to adjust to change productively. This individual must have a heart for serving.

They will display a significant amount of growth potential, and will demonstrate the ability to plan and prioritize their workload efficiently. They will be able to lead, as an organizer and a cultivator of relationships with volunteers and staff.

PERSONAL CHARACTERISTICS

- Strong, demonstrated relationship with Jesus Christ, guided by a commitment to following the principles spelled out in the Bible for living a life of thankful service to God.
- A proven commitment to providing support to staff and volunteers.
- A demonstrated high level of integrity, guided by a sound set of ethical principles.
- Candidate must demonstrate fiscal responsibility both personally and professionally.
- Committed to the spiritual disciplines of Bible study, prayer, small groups, and tithing.
- Candidate must maintain a strong family.
- A chemistry with the Oak Ridge team that "fits."
- A proven track record of being a self-starter, entrepreneur, and goal-oriented worker, with an unusually strong work ethic.
- A strong communicator who listens well and is comfortable and effective at all levels of the organization; one who thrives on providing the necessary support for others to succeed.
- An ability to take time to study and understand the culture in order to provide the best support to the

organization.

- Possess a heart for people, especially those living far from God.
- The ability to notice details without losing sight of the big picture.
- Possesses energy and enthusiasm, yet is able to exude a calming influence when needed.

GENERAL RESPONSIBILITIES

- Using appropriate equipment and supplies, sweeps and cleans floors in all areas of the buildings, including offices, worship spaces, kitchens, restrooms, storage rooms, hallways, and classrooms.
- Uses brooms, brushes, mops, powered scrubbing machines, vacuum cleaners, buffers, carpet sweepers, liquid floor finishers, dust absorbers, and other custodial equipment and supplies.
- Washes windows.
- Collects and disposes of trash and other waste materials.
- Maintains restrooms in a clean and sanitary condition.
- Unloads supplies and delivers to proper storage areas.
- Assists ministries and organizations using church facilities, including any setup and or teardown required for events.
- Reports any facility/maintenance related deficiencies to Facility Manager.
- Effects minor repairs, if possible: i.e. lightbulb replacement, etc.
- Maintains/replenishes paper towels, toilet paper, soap dispenser refills, and hand sanitizer refills.
- Maintains regular, punctual attendance and records such on a time card provided by employer.
- Performs related work as required.