

# OAK RIDGE BAPTIST CHURCH

## PART-TIME BUILDING CUSTODIAN

### REPORTING RELATIONSHIPS

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Building Custodian

Reports to: Facility Manager - Directly  
Business Pastor - Indirectly

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

Job Classification: Part-Time Operations Staff

### THE POSITION

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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 10-15 hours per week, with the primary focus being Sunday afternoons from 3pm to 7pm. 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.**

### CANDIDATE PROFILE

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#### EDUCATION

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

#### EXPERIENCE/SKILLS

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.

#### 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.
- Possess a heart for people, especially those living far from God.
- The ability to notice details without losing sight of the big picture.

## **GENERAL RESPONSIBILITIES**

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- Using appropriate equipment and supplies, sweeps and cleans floors in main worship center lobby and restrooms.
- Collects and disposes of trash and other waste materials.
- Maintains restrooms in a clean and sanitary condition.
- 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/sheet provided by employer.
- Performs related work as required.