

Facility Caretaker

Job Description

Full-Time (40 hours per week, including weekends)

Reports to: Centralized Facilities Director

Summary of Role:

Maintaining an excellent facility by cleaning and overseeing our community service program. This position requires flexibility as our team assures that the church is prepared for all worship services and other ministry activities.

Position-Specific Condition:

Because of this position's requirement to mentor groups of women as part of a community service program, only female applicants will be considered for this position.

Summary of Essential Functions

- Respond to immediate cleaning requirements
- Clean and maintain spaces before and after worship on weekend
- Aid other ministries in cleaning up after their event
- Spiritually mentor and guide women in our community service program
- Foster and champion a healthy staff culture by adhering to Emmanuel staff values and through a growing personal relationship with Christ

Required Knowledge, Skills and Abilities

- Previous experience with custodial/janitorial support preferred
- Demonstrate confidentiality and discretion when handling personal and ministry information
- Ability to manage multiple tasks, projects and meeting schedules
- Demonstrate ability to work independently and as part of a team in a flexible and cooperative manner
- Valid Indiana driver's license
- Ability to regularly lift 35 pounds
- Previous experience with facility maintenance preferred
- Successful completion of a background check
- Assist in supporting assigned church-wide initiatives as directed