

Job Description Facilities

A. Qualifications:

1. A committed follower of Jesus Christ who demonstrates spiritual maturity and a growing personal relationship with the Lord within Christian community.
2. Physically able to perform assigned tasks; this often involves physical work, possibly delivering materials between campuses, moving and using machinery, shoveling snow, operating snow blowers, floor scrubbers, and carpet machines.
3. Able to lift 50 pounds.
4. Follows directions, completes assigned work, and is able to work without direct supervision.
5. Possesses high standards of cleanliness and care for the physical properties of the church.

B. Duties and Responsibilities:

The Custodian strives to keep Calvary Church's facilities clean and presentable and ensure that the facilities are prepared for church services and other events.

1. Clean, sanitize, dust, and wipe all church property; sweep, mop, buff, shampoo or vacuum floors; clean windows; empty wastebaskets and recycle containers; replace light bulbs; refill restroom dispensers, clean, and sanitize restrooms.
2. Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
3. Use and maintain assigned tools for the cleaning and general maintenance of church property.
4. Lock and unlock buildings; secure buildings when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
5. Follow the instructions regarding the use of chemicals and supplies and safely operate all job related equipment.
6. Willing and able to learn appropriate procedures and carry them out to ensure proper conditions.
7. Attend to emergencies when necessary.
8. Assist in the training of new staff as requested.
9. Reports the following to the Director presence of pests, need for materials, maintenance needs, health, and safety hazards.
10. Perform other duties as assigned.

C. Expectations

1. Subscribe to and affirm the Statement of Faith and Values of Calvary Church.

D. Relationships:

1. Report to the Facilities Director for scheduling, direction and supervision.
2. Work as a team member with other facilities, pastoral and support staff.
3. Work directly with all members of the staff, church leaders and the entire congregation.
4. Work with volunteers as needed.
5. Interact in a Christ-like, professional manner with all who call or come into the office.