

Job Announcement Custodian Northside Church

POSITION STATUS: Part-Time (Non-exempt)

POSITION SUMMARY: Responsible for appearance, cleanliness, and Maintenance of Northside Church Facility.

RESPONSIBLE TO: Executive Pastor

PURPOSE:

1. Work with Custodian Staff to ensure the Church Facility is always clean and functional.
2. Work with other Custodian Staff to systemize work task and schedule hours that complement the needs of the church facility.
3. Work with other custodians as servant-leaders.
 - a. Servant leadership in terms of awareness that no person(s) or task is beneath assigned qualifications.
4. Work with other Custodial Staff to ensure good stewardship, making the most of time and resources.

DUTIES:

Include but are not limited to:

- Keeping the facility clean, attractive, and well maintained.
- Work areas assigned as needed by executive pastor.
- Change paper towel holders, soap dispensers, and some minor repairs.
- Setup and take down of furniture and/or fixtures necessary for facility functions.
- Performing other task and responsibilities as assigned.

REQUIREMENTS:

- Regular timely attendance during stated twenty-five (25) per work week, 5 hours daily. Available at flexible hours if necessary.
- Ability to communicate with staff and volunteers on facility needs and uses.
- Ability to lift-up to 40lbs and to have complete mobility.

- Ability to communicate and work as part of a team in ministry.
 - a. Must use tact and courtesy in contact with staff, congregation, and all other contacts.
 - b. Must maintain strict confidentiality.

GRIEVANCES:

If at any point the employee has a grievance it shall first be addressed to the executive pastor. The executive pastor will deal with it appropriately and may ask the counsel of the personnel. The executive pastor will make a copy of the written grievance and place in the employee file with a statement of action taken. If the employee feels the matter has not been handled appropriately, or if the grievance is against the executive pastor, the employee may appeal to the Lead pastor and then to the Personnel Team.

Grievances will be handled in accordance with guidelines of Northside Church Handbook.

DISMISSAL:

If at any point the employee is found guilty of immoral conduct or found to be ineffective after personnel team review, the employee may be terminated.

This will be done with Christian love and hope for the person's spiritual redemption. All guidelines of Northside Church will be followed.