

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Custodian	Facilities (Central/Operations)	Custodial Lead Coordinator
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	06/28/2021 - cdb

POSITION SUMMARY

To further the mission of the Church by effectively performing custodial and light maintenance duties, at designated facilities of Compassion Christian Church. The goal of the Facilities Team is to present a clean, safe, efficient and well maintained facility which will enhance the worship environment for members and visitors of the church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Custodial Responsibilities

- Report needed supplies to Supervisor
- Regularly clean, and maintain the cleanliness of all floors, walls, restrooms, and glass.
- Keep all furniture, window sills, etc., dust free.
- Keep storage rooms/classrooms free of clutter.
- Remain informed of the room use schedule, and clean rooms after each use.
- Assist in outside maintenance; e.g. replace light bulbs, clean glass, trash, etc.

Maintenance Responsibilities

- Report needed repairs to supervisor, or create a work order.
- Complete needed repairs according to abilities, as directed.
- Perform preventative maintenance according to abilities.
- Painting
- Furniture moving and arrangement
- Carpet cleaning

Group and Special Events

- Assist in set-up and clean-up of meetings, events, etc.
- Note if facilities are not returned to proper order after an event; e.g. cleanliness, doors locked, thermostats reset, etc.

Expectations

- Exhibits a meaningful and growing personal relationship with Jesus Christ
- Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person
- Recognizes that our work is important and deserves our very best

Conditions of Employment

- Models the Biblical standard of personal conduct and lifestyle
- Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith
- Supports and adheres to the policies and procedures found in the CCC Employee Handbook

MINIMUM QUALIFICATIONS

Experience: Minimum of two (2) years experience performing custodial and light maintenance duties.

Education: High School Diploma or equivalent

Knowledge, skills, and gifts: Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. General knowledge of Microsoft Office programs and the ability to learn / use web based programs for tracking time, etc...

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Activities with students, including sports and games of a physical nature
- May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up for activities and events
- Operation of church vehicles

EMPLOYEE ACKNOWLEDGEMENT

All employees of Compassion Christian Church are at-will, as such, are free to resign any time without reason. Compassion Christian Church likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time. No manager, supervisor or employee of Compassion Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of Compassion Christian Church; and, that it in no way constitutes an employment contract or otherwise alters my “employment at will” relationship with Compassion Christian Church.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____