



# canaan baptist church

## Employment Application

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Telephone (\_\_\_\_) \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Are you a US Citizen? \_\_\_\_\_

Position Desired \_\_\_\_\_ F/T, P/T, Seasonal Date Available \_\_\_\_\_

Circle all that apply

Have you within the last (7) years been convicted of a crime that may impact on your employment with the church? (such conviction may be relevant, if job related, but does not necessarily bar you from employment). \_\_\_\_\_ If yes, explain \_\_\_\_\_

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Do you have a valid driver's license? \_\_\_\_\_

If yes \_\_\_\_\_  
State Number Expiration Date Type (operator, CDL, etc)

List any traffic tickets within the last seven (7) years \_\_\_\_\_

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Are you at least 21 years of age? \_\_\_\_\_ If no, date of birth \_\_\_\_\_

### Educational Background

	School Name and Address	Course of Study/ Special Course	Years Completed	Did you graduate	Diploma, Degree or GED
High School					
College					
Other (specify)					
Other (specify)					

**Certifications:**

**Specializations:**

**Personal References (not former employers or relatives)**

Name and Occupation	Address (include City, State and Telephone Number)

**Employment History:** List ALL past work experience starting with your current or most recent position. Explain any lapse in employment. Include military and volunteer work. Attach additional sheets as necessary.

**Employing**

**Firm** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Address** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_  
City State Zip

**Your Title** \_\_\_\_\_ **Starting Salary** \_\_\_\_\_ **Ending Salary** \_\_\_\_\_

**Total Years Employed** \_\_\_\_\_ **Starting Date** \_\_\_\_\_ **End Date** \_\_\_\_\_ **Avg. hrs. per week** \_\_\_\_\_

**Specific duties and responsibilities** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for leaving** \_\_\_\_\_  
\_\_\_\_\_

**Employing  
Firm**\_\_\_\_\_

Supervisor\_\_\_\_\_

Address\_\_\_\_\_Telephone Number\_\_\_\_\_  
City State Zip

Your Title\_\_\_\_\_Starting Salary\_\_\_\_\_Ending Salary\_\_\_\_\_

Total Years Employed\_\_\_\_\_Starting Date\_\_\_\_\_End Date\_\_\_\_\_Avg. hrs. per week\_\_\_\_\_

Specific duties and  
responsibilities\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for  
leaving\_\_\_\_\_  
\_\_\_\_\_

**Employing  
Firm**\_\_\_\_\_

Supervisor\_\_\_\_\_

Address\_\_\_\_\_Telephone Number\_\_\_\_\_  
City State Zip

Your Title\_\_\_\_\_Starting Salary\_\_\_\_\_Ending Salary\_\_\_\_\_

Total Years Employed\_\_\_\_\_Starting Date\_\_\_\_\_End Date\_\_\_\_\_Avg. hrs. per week\_\_\_\_\_

Specific duties and  
responsibilities\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for  
leaving\_\_\_\_\_  
\_\_\_\_\_

**Certificate of Applicant:** It is understood and agreed that any misrepresentation on this application form and/or associated resume will be sufficient cause for cancellation of this application and/or termination of employment if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the church reserves the right to terminate my employment at any time, with or without cause and without notice. I understand that no representative of the church has the authority to make assurances to the contrary. I give the church the right to investigate all references and to secure additional information about me to be used to determine my suitability for employment. I hereby release from liability the church and its representatives for seeking such information and all of other persons, corporations, or organizations for furnishing such information.

Signature of Applicant \_\_\_\_\_

References

Statement of Faith

Church Attending / Pastors  
Name and Phone Number

Signature\_\_\_\_\_

Date\_\_\_\_\_

INTERVIEW NOTES:

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Start Date\_\_\_\_\_Position\_\_\_\_\_

Hours Employed\_\_\_\_\_F/T\_\_\_\_\_P/T\_\_\_\_\_

Salary\_\_\_\_\_Interviewed by:\_\_\_\_\_

**CANAAN BAPTIST CHURCH**  
**JOB DESCRIPTION**  
**FACILITIES MAINTENANCE/CUSTODIAL ASSISTANT**

<b>Position Title:</b>	Facilities Maintenance/Custodial Assistant
<b>Organizational Area:</b>	Church Grounds (Inside & Outside)
<b>Reports To:</b>	Facilities Lead Maintenance Supervisor
<b>Date Written/Updated:</b>	April 2018
<b>FSLA Status:</b>	Non-Exempt, Hourly

Each person who is employed by Canaan Baptist Church, in whatever capacity, should see themselves as a minister of the church. Before accepting the position, they should prayerfully consider whether God is calling them to this ministry.

Each person should understand that as an employee of the church, they are a representative of Jesus Christ and the church and their actions reflect upon the church in either a positive or negative way. This gives each person, employed and volunteer, the great opportunity and the responsibility to share God's love in both words and everyday actions.

**WORK ENVIRONMENT**

Canaan Baptist Church is located in unincorporated South St. Louis County, Missouri. Our church serves a community of about 600 to 1000 diverse members from around the area. Staff and Church members are dedicated to using all of the Church's resources to help people know and grow in their relationship with God through worship, community, and outreach.

The Church buildings are approximately 52,650 square feet, including a church sanctuary, an Adult education wing, a Children's wing, Family Life Center (gym), a Kitchen, an Atrium and other areas. The Original building; Sanctuary, Family Life Center, some children's rooms and offices opened in 1994 with approximately 26,030 sq. ft. Two subsequent additions have occurred, in 2001 an additional expansion of Children's wing adding 3,530 sq. ft. and in 2003, 14,665 an adult education wing (two story). Currently the Children's wing is being expanded again as well as a new foyer as part of another addition adding 8,425 square feet for maintenance and care.

In addition, the Children's area is utilized 5 days week as the Promise Land Preschool and as such has additional requirements from outside agencies for the maintenance and cleanliness of the area, especially the restrooms.

Canaan also takes safety and security very serious not only for the Preschool but for the entire campus with appropriate cameras and other security equipment throughout the facility

**DESIRED CHARACTERISTICS**

The Facilities Maintenance/Custodial Assistant should possess a passion for excellence, cleanliness, attention to detail, and be a self-motivated person who is able to be effective when working independently without supervision and produce results.

Applicant is a Christian in full agreement with Canaan Baptist Church's statement of faith; willingness and ability to serve Christ and His church; spiritually mature.

**CANAAN BAPTIST CHURCH**  
**JOB DESCRIPTION**  
**FACILITIES MAINTENANCE/CUSTODIAL ASSISTANT**

**GENERAL DESCRIPTION OF POSITION:**

Under general supervision, the Facilities Maintenance/Custodial Assistant provides a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment, and perform related duties as required. Besides Maintenance of the buildings and grounds the custodial portion of the workload is equivalent or sometimes exceeds the maintenance work. This position is expected to clean the all restrooms (currently 8 restrooms) in their entirety throughout the facility throughout the week and as needed on weekends or evenings for certain events.

**SCOPE OF POSITION:**

Performs custodial and maintenance duties in and around church campus facilities; troubleshoots, performs minor repairs; responds to emergency calls for service; implements setup and takedown for a wide variety of events; works closely with staff, church members and visitors to meet custodial needs of area; and resolves problems to ensure efficient and safe operations.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs routine and comprehensive custodial maintenance of assigned facilities.
2. Vacuums, shampoos and spot cleans carpets and furniture, washes windows.
3. Removes trash in accordance with established procedures.
4. Remove snow and de-icing sidewalks.
5. Cleans and disinfects restrooms, child care center, Promise Land Preschool, Family Life Center, kitchen, office areas and all church facilities, orders and stocks facilities with paper and supplies.
6. Reports and responds to emergency calls for Maintenance or Custodial assistance.
7. Responds to service requests, assists with coordination of resources and implements the set up and take down of furniture and equipment for a wide variety of church and community events.
8. As directed may oversee requests for fire and other alarm inspections. Works with supervisor to Implement needed changes.
9. Performs various maintenance and custodial duties such as installation and repair to fixtures in restrooms and classrooms.
10. Troubleshoots and repairs minor plumbing and electrical problems; replaces a variety of light bulbs and lighting accessories.
11. Paints areas of church as necessary.
12. Assists with, and performs refinishing of hard-surface floors.
13. Identifies stains and uses proper chemicals for removal.
14. Dusts all cabinets, window sills, areas within the Family Life Center, furniture, sanctuary and other areas in accordance with regular cleaning schedule.
15. Maintains grounds keeping both on church campus and off campus sites.
16. Assists with Maintaining inventory and submits written requests for supplies, tests and evaluates new supplies and equipment.



**CANAAN BAPTIST CHURCH**  
**JOB DESCRIPTION**  
**FACILITIES MAINTENANCE/CUSTODIAL ASSISTANT**

17. Operates power equipment such as forklifts, carpet cleaners (extractors), pressure washer, hand and power tools and church vehicles.
18. Performs preventative maintenance in and around facilities.
19. Performs small carpentry projects, repair or replacement of interior and exterior door locks, masonry/plaster/drywall repair, and refinishing.
20. Maintain custodial and maintenance equipment (brooms, dusters, vacuums, carpet cleaners, snow blowers, sidewalk sweepers, rakes/shovels, hoses, power tools, hand tools, etc.).
21. **Daily** inspect the facility (inside and out) for general cleanliness, required repairs, general and periodic repairs.
22. Check that all fire alarms, fire extinguishers, AED's, security systems, and monitors are inspected and in good working order.
23. Observe building conditions and take necessary actions to maintain or repair situations, performing repairs or contacting the proper repair company.
24. Ensure required daily, weekly, and seasonal maintenance and inspections are completed on appropriate systems.
25. Assist with the bid request process for work done by outside vendors (such as custodial cleaning, electrical/mechanical system upgrades, painting, flooring, landscaping, etc.).
26. Maintain facility security, building lock-up and unlocking, room opening and closing.
27. Maintain the church's parking areas and signage, and assist in ensuring compliance with parking regulations.
28. Serve as first-line facility emergency contact 24x7.
29. Keep Maintenance area clean and organized
30. Maintain proper storage of chemicals and consumables
31. Maintain equipment and keep proper records of maintenance for equipment and keep equipment fueled and in working order.
32. Review and update church property and equipment list annually.
33. May serve as a lead worker in the absence of the Facilities Lead Maintenance Supervisor.
34. Directs the work of short-term, non-continuing employees as needed.
35. Monitors certain monthly invoices to recommend payment approval.
36. Assists with tracking goods or services ordered.
37. Interacts with staff, visitors, vendors, suppliers, volunteers and others while performing various tasks.
38. After approval by pastoral staff, works with Facilities Lead Maintenance Supervisor for upcoming Building Requests.
39. May need to remain on premises for specially assigned functions (i.e. weddings, concerts, etc.) as assigned.
40. Follows Church Office procedures.
41. Maintains confidentiality of data and sensitive information.
42. Performs other tasks as assigned.

**CANAAN BAPTIST CHURCH**  
**JOB DESCRIPTION**  
**FACILITIES MAINTENANCE/CUSTODIAL ASSISTANT**

**SUPERVISES THE FOLLOWING STAFF:**

1. May serve as lead worker in the absence of the Facilities Lead Maintenance Supervisor.
2. May direct the work of short-term, non-continuing employees and church volunteers.

**REQUIRED EXPERIENCE:**

1. One year of maintenance and custodial experience.
2. Custodial and building maintenance in a large campus setting preferred.
3. Background in construction trades preferred.

**EDUCATION BACKGROUND:**

High School Diploma required.

**REQUIRED KNOWLEDGE, SKILLS AND PERSONAL QUALIFICATIONS:**

1. Demonstrate good communication skills (writing, spelling, listening and speaking).
2. Demonstrate good organizational skills.
3. Understand and carry out oral and written directions.
4. Maintain cooperative working relationships and work as a member of a team.
5. Ability to develop and implement creative solutions or props for Church Programs (Christmas, Vacation Bible School, etc), Mission efforts, and other holiday Programs
6. Ability to work well with others and handle conflicts diplomatically and be personable with good personnel management skills. Able to work with the public.
7. Ability to maintain cooperative relationships with those contacted in the course of work activities.
8. Able to organize, prioritize and perform tasks with limited supervision.
9. Work with pesticides, safely dispose of hazardous materials, identify stains and use proper chemicals for their removal.
10. Able to maintain, clean and preserve a variety of surfaces.
11. Knowledge of custodial principles, practices, and safety procedures.
12. Properly utilize a wide range of chemicals, including handling and disposing of hazardous materials with care.
13. Operate manual and power equipment.
14. Maintain a valid driver's license and acceptable driving record.
15. Perform physical labor.
16. Able to follow through to completion all assigned tasks.
17. Maintains self in a professional manner.
18. Honest and dependable.
19. Able to keep confidentiality and sensitive to others needs.
20. Demonstrates willingness to learn.
21. Active member of a church that is in agreement with core Southern Baptist beliefs.
22. Undergo a background check.

**CANAAN BAPTIST CHURCH**  
**JOB DESCRIPTION**  
**FACILITIES MAINTENANCE/CUSTODIAL ASSISTANT**

**OTHER POSITION INFORMATION:**

Work schedule may occasionally be modified to include early morning, evening, or weekend work.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Ability to meet physical demands required of position, including ability to: Walk or stand for long periods of time. Bend, twist, squat, crawl and climb ladders in the course of duties. Lift 50-pound mop bucket to 30" height to dump in a sink, 50-pound box from floor level to waist multiple times, and 50-pound trash container to shoulder height to dump in dumpster. Use tools or equipment requiring a high degree of dexterity.

While performing the duties of this job, the employee is frequently required to perform physical activities, such as, but not limited to, lifting heavy items (up to 75 lbs. unassisted), bending, standing, climbing or walking. The employee is frequently required to use legs and feet, hands, arms and fingers to handle, or operate small machinery, lift objects, tools or controls. Employee must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**REPORTING**

The Facilities Maintenance Custodial Assistant is primarily responsible to the Facilities Lead Maintenance Supervisor, the House and Grounds Chairman and the Personnel Committee Chairman.

**POSITION SUMMARY**

The Facilities Maintenance/Custodial Assistant at Canaan Baptist Church serves in a way that is consistent with Canaan Baptist Church's mission, values and doctrine. Salary is contingent upon the church's approved annual budget. The position reports to the Facilities Lead Maintenance Supervisor, the House and Grounds Chairman and Personnel Committee Chairman and is subject to quarterly review and annual evaluation. The job entails maintenance, custodial (including detail cleaning of restrooms), plumbing, carpentry, grounds care, basic electrical, and general handyman work.

Responsibilities include working directly with the House and Grounds Committee, Volunteers, Ministers, Office Staff, Wedding Coordinator, and other volunteers in assisting with setup of facilities for church events and building operations. The Facilities Maintenance/Custodial Assistant position will accomplish preventative maintenance on all facilities/equipment, perform needed repairs/service, and procure quotes for large repairs/remodels, monitor/assist contractors, architects, and volunteers making sure necessary tasks are accomplished.

**CANAAN BAPTIST CHURCH**  
**JOB DESCRIPTION**  
**FACILITIES MAINTENANCE/CUSTODIAL ASSISTANT**

**EVALUATION AND COMPENSATION**

The Facilities Maintenance/Custodial Assistant position is evaluated by the Facilities Lead Maintenance Supervisor and House and Grounds Committee in coordination with the Personnel Committee. Compensation is reviewed annually.

**EMPLOYEE ACKNOWLEDGEMENT**

I have received and read a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and for questions concerning what is expected of me, I will speak with the Facilities Lead Maintenance Supervisor, House and Grounds Committee Chairman and Senior Pastor or his designee for personnel issues and the Facilities Lead Maintenance Supervisor and if needed the House and Grounds Committee Chair for maintenance-related issues.

Employee

Date

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Supervisor

Date

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