



## **JOB DESCRIPTION**

### **Custodian**

Facilities Team

Executive Office

Reports To: Assistant Facilities Team Leader – Custodial  
Category of Employment: Support Staff, **Full Time**  
Payroll Status: Hourly, non-exempt  
Office Hours: **Maximum 40 hours per week**  
Schedule may include nights and weekends.

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*The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.*

### **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.

### **Minimum Qualifications**

1. **Experience:** Minimum of two (2) years experience performing custodial and light maintenance duties.
2. **Education:** Minimum of a bachelor's degree from an accredited college or university preferred. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Candidate will demonstrate knowledge and ability in light maintenance. Candidate must demonstrate a knowledge of and ability in janitorial procedures and skills. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality. This position requires a deep love for the church expressed by a joyful attitude, a team spirit, a servant's heart and a commitment to hard work. Must be meticulous and have a keen eye for detail.
4. **Physical Demands:**
  - a. May be called upon for lifting (up to 50 pounds), pulling, bending, climbing, carrying, and pushing as needed to set up activities and events.
  - b. Operation of church vehicles.

### **Expectations**

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

### **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

**Duties and Responsibilities (Essentials)**

1. General staff responsibilities:
  - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.
  
2. Specific ministry duties and responsibilities:
  - (a) *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.
  - (b) *Maintenance Responsibilities*
    - Report needed repairs to supervisor.
    - Complete needed repairs according to abilities.
    - Perform preventative maintenance according to abilities.
    - Painting
    - Furniture moving and arrangement
    - Carpet cleaning
  - (c) *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.
  
3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

**Performance and Evaluation**

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

**Employee Acknowledgement**

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 CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

\_\_\_\_\_  
**Signature of Staff Member**

\_\_\_\_\_  
**Date**

Job Description Approved: \_\_\_\_\_ (HR Initials) \_\_\_\_\_ (DH Initials)

*Reformatted 02/21/17*