



Job Description for Maintenance Custodian

Relationships:

The Maintenance Custodian serves as part of the Operational Development Department, reports to the Facilities Director and works with other staff as needed.

Ministry Qualifications:

Staff Ministry Qualifications:

- Evidence of a sincere commitment to Christ and a dedication to the advancement of the kingdom of God.
- Previous church and life experiences that reflect a positive testimony in the body of Christ.
- Active in Biblical community and consistent attendance at a weekly worship service.
- Evidence of practicing spiritual disciplines (personal Bible reading, prayer, etc.).
- A passionate heart for Christ, his Word, the local church, and people in general.
- Interpersonal skills with ability to communicate effectively with staff, volunteers, the congregation, and community.
- Member of the church or in process of membership, which includes: a. commitment to and ability to articulate our mission, vision, and b. values agreement with our church constitution and statement of faith (doctrine).
- Interact with church staff, members, and visitors in a respectful, positive manner.
- Ability to maintain high standard of confidentiality both during and outside of work.
- Growing in Biblical knowledge and learning to disciple others.
- A desire to be part of a church ministry team that strives for excellence.
- Faithful, available, teachable and responsive to reproof and guidance.

Specific Ministry Qualifications:

- Possesses two years or more prior custodial experience and able to work independently.
- Possesses a high school diploma or general education degree equivalent, preferable but not required.
- Possesses a valid driver's license.
- Proven familiarity with custodial equipment such as hand tools, small power tools, ladders, floor buffers, vacuums, carpet cleaners, etc.
- Possesses strong customer service skill, a courteous attitude and an ability to work well with others.
- Ability to lift up to 50 pounds, climb and work on ladders, stand, walk, sit stoop and kneel for long periods.
- Willing to be flexible and accommodate event schedules,
- Conscientious, trustworthy, and hard working.

Roles:

- North Liberty Campus Custodian
- North Liberty Campus Maintenance
- Point Person for Coffee Ministry

Objective:

The Maintenance Custodian supports the staff and congregation by maintaining high standards of cleanliness and building functionality and presenting the meeting place of the church at its best. This will honor God by representing him well.

Responsibilities:

North Liberty Campus Custodian

- Arrives early to open the building for Sunday services and other church activities.
- Maintains clean church facilities by performing weekly duties and daily spot cleaning in all public areas of the building, including but not limited to bathrooms, auditorium, kitchens, staff offices, and meeting rooms.
- Prepares buildings and rooms for individual events and services.
- Assists when facilities and arrangements are needed for weddings, funerals and other events. (Extra remuneration available according to church policy.)
- Works with other maintenance team members and church staff to ensure that all areas are cleaned and stocked with necessary items.
- Observes proper chemical handling procedures when working with cleaning agents. This includes wearing gloves, goggles, or masks and following written or verbal instructions.
- Takes inventory of cleaners and other supplies and submits requests when items need to be replenished.
- Reports vandalism or habitual abuse of church property by individuals to the Facilities Director.
- Assists in preparing and cleaning the baptistery for use on any campus as requested.
- Runs errands as requested which includes but is not limited to picking up supplies.
- Performs special assignments as assigned by the Facilities Director.
- Attends weekly staff meetings and participates in appointments as requested.

North Liberty Campus Maintenance

- Conducts routine inspections of premises and equipment.
- Performs preventative maintenance and handles basic repairs on all equipment.
- Identifies major repair and maintenance needs and reports them to the Facilities Director.
- Performs minor plumbing repairs as requested
- Performs minor electrical repairs as requested
- Performs minor equipment repairs as requested.
- Paints as needed or requested.
- Assists in overseeing contractors when professional repairs are necessary
- Serves as an on-call representative of the church to the church's security alarm company.
- Rearranges and moves furniture, tools, supplies and equipment as needed.
- Runs errands as requested which could include but is not limited to picking up supplies.
- Performs special assignments as assigned by the Facilities Director.
- Attends weekly staff meetings and participates in appointments as requested.

Point Person for Coffee Ministry

- Supervises the Coffee Ministry Coordinator.
- Recruits volunteers to serve.
- Manages inventory of coffee, creamers, cups, lids, etc.

This job description is not intended to be a complete list of everything the Maintenance Custodian might do in the course of caring for our facilities. This is a general job description and is subject to change as the need arises.

Pay & Benefits:

Full-time position with negotiable benefits. Hourly wage based on experience and tenure.