

JOB DESCRIPTION

CUSTODIAN

CAMPUS: BATH



Ministry Area: Administration

Ministry Position: Custodian

Time commitment: 8 hours per week, part-time hourly, non-exempt

Staff contact: Cerina Sielski, Facilities Manager

Position Overview:

The purpose of this position is more than just cleaning. You are a vital part of Grace Church's first impression to those who enter our buildings. Grace Church is passionate about making our guests and regular attendees feel comfortable and at home when they are in our buildings. Ultimately this allows them to relax and take in God's word and truth that is being taught and shared. Being part of Grace Church's team means you have a passion for the Lord and a passion to do all things with excellence and to live above reproach. Each person on the team views their role as a ministry more than a day-to-day job.

Essential Job Functions

- **Cleaning the Discipleship Wing:** This includes daily tasks such as vacuuming, cleaning restrooms, restocking restrooms wiping down all surfaces, cleaning carpets, washing windows, mopping floors, emptying trash, taking trash to the dumpster and other various "cleaning" tasks.
- **Schedule:** This position requires working Sunday evenings after 7:30pm or Mondays before 5:00pm to allow the building to be cleaned in a fashion and timeline that is suitable to its use.

Job Requirements

- Strong attention to detail.
- Task oriented in being driven to accomplish all tasks required.
- This position is physically demanding and requires being able to lift a minimum of 30 lbs., with repetitive motions while standing all day.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- A committed and faithful attendee of Grace Church, specifically at the campus listed.
- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, and is a faithful and committed attendee of the Bath Campus.
- Have attended or in the process of attending week one of the Discovery Classes.

- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Must possess organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Must possess a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Must have a heart that is focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Must be able to lift and maneuver boxes or items of 20 lbs and use a step-stool for hard to reach places.
- Must have the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Must be willing to perform other duties as required in a spirit of servitude.

Measured By

- 30-60-90 Review given by the Facilities Manager.
- Annual Review by the Facilities Manager.
- Input from staff and volunteers.