



Campus Services Crew Member Job Description

Qualifications

General

- Unmistakable love for God, His Word and His Church.
- Mature Christ-like character.
- Open, flexible, and teachable.
- Ability to take initiative and make decisions.
- A passion for designated ministry.
- Ability to exercise discretion, judgement, confidentiality and patience in personal relationships and in management of information.
- Commitment to the doctrine, philosophy and direction of the CCC.

Specific

- General knowledge in the use of janitorial and maintenance equipment and supplies
- General knowledge of church policies and procedures.
- Ability to organize, prioritize and execute tasks in a timely manner (able to perform under deadlines and occasional pressure).
- Ability to meet the physical requirements of standing, stooping, bending, lifting, and moving equipment and/or heavy objects during scheduled shift.
- Ability to demonstrate professionalism in appearance, work, attitude and allegiance.

Responsibilities

- General maintenance and cleaning of the campus including facility and grounds.
 - Pick up all trash in and around the facility and parking lots.
 - Empty all inside and outside trash cans.
 - Vacuum, mop and dust rooms as needed.
 - Blow and power wash outdoor spaces including walkways, stairs, and parking lots.
 - Dust and wash windows.
 - Replace lightbulbs.
 - Water plants and pull weeds.
- Set and reset classrooms or outdoor spaces for events, meetings, studies, etc.
- Clean and inspect restrooms to make sure all equipment is in working order.
 - Soap dispensers mounted and filled.
 - Paper towels, toilet seat covers and toilet paper well supplied.
 - Toilets are in working order.
 - Sinks run and drain properly.
- Inspect class and meeting rooms throughout the campus.
 - Inspect carpet for spots.
 - Inspect the furniture and clean as necessary
 - Clean light fixtures.
 - Remove cobwebs.
- Assemble and/or repair equipment as needed.
- Assist preschool with maintenance requests.
- Open and/or lock up facility on assigned shifts or Sundays.
- Perform facility maintenance tasks as assigned.
- Review, prioritize and maintain facility task log.

Organizational Relationships

- Directly accountable to the Church Administrator/Staff Elder of Administration regarding schedule, tasks, procedures, timelines, and projects.

Schedule

- Hours vary and may include nights and weekends as well as situational/crisis availability.
- Flexible schedule.
- Approximately 10-15 scheduled hours weekly.
- Rotating Sunday schedule from 7:30am – 12:30pm.