

# JOB

# DESCRIPTION



28986 SE Haley Rd Boring, OR  
97009

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|                         |   |
|-------------------------|---|
| <b>POSITION TITLE:</b>  | Custodian                                     |
| <b>DEPARTMENT:</b>      | Operations - Facilities                       |
| <b>SUPERVISOR:</b>      | Night Janitor Supervisor                      |
| <b>TIME COMMITMENT:</b> | 4-16 hrs/week                                 |
| <b>CLASSIFICATION:</b>  | Non-Exempt PT (-20 hrs/wk -1000 yr) <b>7N</b> |

## POSITION PROFILE:

This position at Good Shepherd Community Church exists to maintain a clean, safe and well-prepared facility, providing room set-up and arrangements for meetings, classroom activities and events; and preparing a welcoming environment for all ministries use.

## SKILL SET:

- Willingness to work hard
- A teachable attitude
- A servant's heart

## EXPERIENCE QUALIFICATIONS:

- Cleaning
- Room set-up
- Assist ministries with special needs

## DUTIES & RESPONSIBILITIES:

- Set-up and take-down for all events as requested
- Cleaning of offices (trash, vacuum, dusting)
- Vacuuming and cleaning hallways
- Cleaning/disinfecting drinking fountains, telephone mouthpieces and computer keyboard
- Inform supervisor of lights bulbs out and needed repairs
- Thoroughly clean restrooms on recommended schedule, which will include toilets, urinals, sinks, floors, mirrors, and replacing of all paper goods
- Refresh restrooms during and after events (paper goods, sinks, etc.)
- Be available to assist ministries with special needs as they occur
- Clean interior windows and doors before and after worship services
- Carpet cleaning as necessary
- Take the initiative in cleaning, straightening, and picking up litter and trash throughout the campus
- Follow set safety procedures
- Take the initiative with people who are lost or needing directions

## SPIRITUAL RESPONSIBILITIES:

- Exhibits an authentic relationship with Jesus made evident by a Christ-following lifestyle.
- Ensure that all actions performed within the context of this job position accomplish and further the mission, vision, and values of Good Shepherd Community Church.
- Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church elders.

**ADDITIONAL NOTES:**

- Prefer regularly attend Good Shepherd Community Church.
- Complete Ministry Certification, which will include a criminal background check, as part of hiring process.

**DISCLAIMERS:**

Other duties may be added or changed as needed. This job description does not constitute a contract for employment.

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|-------------------------|----------------------|-------|-------------------|
| PROPOSED   APPROVED BY: | <b>Daron Burnell</b> | DATE: | <b>10/29/2018</b> |
| REVIEWED BY:            | <b>Paul Norquist</b> | DATE: | <b>08/31/2021</b> |