

JOB

DESCRIPTION



28986 SE Haley Rd Boring, OR
97009

P: 503-663-5050

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POSITION TITLE:	Custodian
DEPARTMENT:	Operations - Facilities
SUPERVISOR:	Night Custodian Supervisor
TIME COMMITMENT:	40 hrs/week
CLASSIFICATION:	Non-Exempt FT Support Staff (40 hrs/wk) 4N

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
- Able to train and lead others in love

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
- Able to lead a night shift

SPIRITUAL RESPONSIBILITIES:

- Exhibits an authentic relationship with Jesus made evident by a Christ-following lifestyle
- Ensure 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:

- Regularly attend Good Shepherd Community Church
- Complete Ministry Certification, which will include a criminal background check, as part of hiring process
- Adhere to the policies, procedures, and code of conduct outlined in the Good Shepherd Community Church Employee Handbook

DISCLAIMERS:

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

PROPOSED APPROVED BY:	Daron Burnell	DATE:	11/14/2023
REVIEWED BY:	Hilary McWold	DATE:	11/14/2023