



Position Title: Facilities Custodian
Position Type: Full Time|Salaried|Exempt
Ministry/Teams: Operations Team
Reports To: Facilities Superintendent

Purpose of Role:

The Facilities Custodian assists all ministries of Journey Church to fulfill the calling of God by maintaining best practices for cleaning Journey Church owned facilities as well as by assisting in projects to provide well maintained facilities.

Primary Tasks:

- Maintain the cleanliness of Journey Church owned buildings
- Manage all cleaning janitorial supplies needed for Journey Church owned buildings
- Sundays- rotate between the two Journey Church owned buildings to support the location teams as needed
- Assist with HVAC and entry access online schedules
- Assist with small maintenance projects inside the buildings
- Assist with growing the Shuttle Driver team

General responsibilities:

- Follow regular cleaning schedule for both buildings with the focus for the buildings to be fully cleaned and prepped for Sunday services as well as normal weekday use
- Order cleaning supplies for all janitorial closets at both Journey Church owned buildings
- Coordinate additional cleaning services with vendors for exterior window cleaning, carpet cleaning, etc as needed
- Proactive in getting job completed - buildings cleaned in a timely manner
- Assists with entry access and hvac setting and schedules both online and on an app
- Ensure the general security of buildings with both manual and programmed doors
- Ensure a well maintained building by reporting maintenance issues and helping with general maintenance of all equipment used
- Shuttle routine clean, gas and maintenance
- Assist with Shuttle Driver team to be trained, scheduled to serve and background checks
- Pray regularly for the church and its people, and model spiritual vitality and accountability
- All other duties as assigned

Education & Experience Requested:

- High School diploma or equivalent

Possess and exhibit the following Core Values:

- Personal Love for God and Love for People
- Work ethic that is excellent, protective of the church, and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church
- Supports the mission of Journey Church of being an active member and attender

Essential Physical Requirements:

- Frequent lifting five (5) to fifty (50) pounds
- Occasional lifting fifty (50) to one hundred (100) pounds
- Frequent extensive walking, bending, standing, reaching, stooping
- Occasional climbing, kneeling, squatting

Signatures - This job description has been approved by:

Employee: _____

Date: _____

Manager: _____

Date: _____