

RICHLAND CREEK COMMUNITY CHURCH

JOB DESCRIPTION

Position: Building & Grounds Custodian

Status: Regular, Part Time- Non-Exempt, Hourly

Reports To: Facility Director

Ministry Objectives:

This position works with the Facility Director and other custodial and maintenance employees to clean, repair, and maintain the church's physical plant and campus.

Personal and Spiritual Qualifications:

- Agreement with RCCC doctrinal statement, vision, philosophy of ministry, and Constitution and Bylaws.
- Support the mission, vision, values and doctrinal beliefs of the church and consistently behave in a manner congruent with those beliefs.
- We are a part of the Southern Baptist Convention so employees must agree with the 2000 Baptist Faith and Message (<http://www.sbc.net/bfm2000/bfm2000.asp>)
- Commitment to spiritual and personal integrity, with a strong devotional and prayer life.
- Commitment to personal growth in RCCC's vision and goals, and ability to lead others to enthusiastically commit to them.
- There are no known sin issues that would spiritually hinder the candidate from fully participating in the work of the Gospel or representing Christ and Richland Creek well.
- Excellent written, verbal, and interpersonal communication skills
- Professional, self-motivated, adaptable, flexible, and organized

Position Direct Responsibilities:

- Sweep or clean entryways and sidewalks, interior and exterior doors, interior and exterior windows of Preschool and Preschool hallway.
- Clean interior and exterior windows and windowsills regularly
- Take care of janitorial equipment daily
- Maintain janitor cart daily by restocking and emptying trash.
- Empty trash in Preschool classrooms, hallway, and front and side foyers and bathroom receptacles and move trash to collection point; clean/sanitize cans as necessary
- Wipe clean / sanitize kitchen sinks, counters, and other surfaces regularly in both buildings
- Clean and polish fountains and coolers as directed
- Vacuum hallways and classrooms, including entry mats at both foyers
- Dust/wipe clean restroom surfaces, vertical and horizontal
- Stock restrooms appropriately in classrooms and at front and side foyers
- Clean all bathroom mirrors
- Clean and sanitize urinals and toilets, including bowl lids and partitions
- Scour and sanitize basins, polish faucets
- General maintenance and cleaning of entrance areas
- Sweep / vacuum and wet mop floors with sanitizer
- Help clean or spot clean carpets

- Walk parking lot and roads for trash / debris
- Dust / vacuum and remove trash in office space as needed and requested
- Clean white boards in all classrooms
- Blow off walkways as needed
- Clean play areas between buildings and on side of lower level of debris and weeds as needed
- Any request from the Facility Director or Operations Pastor that is not unbiblical or unethical.

Requirements:

- Utilizing PPE correctly
- Be comfortable using a ladder, crouching, bending, and reaching.
- Be adept at using mechanical janitor equipment in a safe and effective way.
- Clear, or successfully mitigated, criminal and credit background check.
- A social media review to check for consistency with Creek policies, goals, and culture.

Work Schedule:

- 20 Hours Weekly as determined by Facility Director.

Other Responsibilities:

- Attend staff outings, events, and training as requested.
- Attend weekly meetings with the Facilities team, if possible based on weekly schedule