

Facilities Team Member, 3rd shift Custodial, Setup & Takedown | Job Posting



Responsible to: Facilities Director

Working Relationships: Business Office, Facilities, Kentwood Campus staff, Support, Volunteers, Support to other Departments and Ministries

Scope of Position: This position is responsible for maintaining the church facilities in a clean and orderly manner, preparing for planned church activities and community rentals.

Professional Expectations: Every employee is expected to maintain confidentiality and respect in all forms of communication. As members of the church body, employees are expected to take part in all church-wide campaigns and voluntarily serve within reason. Employees will maintain a current task list of specific duties, if appropriate.

Time Commitment: 29 hours/week

Classification: Hourly, non-exempt

Typical Duties:

- Clean up after the daily activities and special events
- Main duties include; cleaning class rooms, restrooms, event spaces and hallways
- Keep a visual inventory of all custodial supplies and report needs to supervisor
- Complete training and implement procedures in the event of emergencies including but not limited to Fire, Injuries, Tornado, and Safety issues for building occupants
- Security: Lock all rooms not being used as soon as events are complete. Maintain visible presence during events. Periodically do security checks, non-scheduled
- Back up person for other Facility Team members
- Perform any additional duties as assigned by the Facilities Director

Basic Personal Responsibilities:

- Confesses to be a born again Christian and seek the will of God in his/her life.
- Maintains a vital and growing walk with the Lord through committed personal Bible study, prayer and stewardship of the resources given to them by God.
- Demonstrates a servant's heart as a member of the KCC team.
- Submits willingly to and understands the importance of an accountability relationship.
- Models the KCC mission, vision and core values.
- Maintains proper priorities and balances in his/her life.
- Commits to personal evangelism opportunities within and outside of the church.
- Actively worships with his/her family at the Kentwood campus.
- Becomes an active member of KCC within six months of employment.

Position Requirements: (create requirements from the information below)

- Must have a valid Michigan Driver's License and clean driving record
- Self-motivated, good judgment and able to work independently
- Ability to lift a minimum of 45 pounds to perform typical duties
- Able to provide directions and guidance to volunteers serving in Facility Services
- Mechanically inclined
- Ability to interact effectively with a variety of workstyles and personalities
- Ability to adapt to schedule changes and emergencies and initiative to problem solve
- Excellent verbal communications skills

NOTE: This document describes typical duties and responsibilities and is not intended to limit Kentwood Community Church from assigning other work as needed.

Application Requirements: Résumé and cover letter are due by Friday., October 12, 2018.

Please submit to the Business Office Director [email](#) .