

# Facilities Services Team Member Custodial, Setup & Takedown | Job Posting



**Responsible to:** Facilities Director

**Working Relationships:** Business Office, Facilities, Support to other Departments and Ministries

**Scope of Position:** The cleanup service member is responsible for maintaining the church facilities in a clean and orderly manner, preparing for planned church activities and community rentals

**Time Commitment:** Part-time: 28 hours/week

**Classification:** Hourly, non-exempt

## Typical Duties:

- Setup and prepare rooms for scheduled classes & events
- Clean up after the daily activities and special events
- Clean staff offices on a weekly basis as scheduled
- 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
- Load and offload vehicles as needed. Must be able to lift a minimum of 50 lbs.
- Perform any additional duties as assigned by Facilities Director
- Run errands as assigned by the Facilities Director (using church vehicle or personal vehicle w/ mileage compensation)

## 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 KCC campus.
- Becomes an active member of KCC within 6 months of employment.

## Position Requirements:

- Must have a valid Michigan Driver's License and a clean driving record
- Self-motivated, good judgment and able to work independently
- Ability to lift a minimum of 50lbs. to perform typical duties
- Able to provide directions and guidance to volunteers serving in Facility Services
- Mechanically inclined
- Participate in KCC's new Real Life Discipleship Journey.

**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 January 26, 2019.

**Please submit to Laurie by [email](#).**