

Creekside Christian Church of Elk Grove

Job Description

Facility Maintenance Support

I. Position Identification

- Title: Facility Maintenance Support/Custodial
- Department: Operations
- Reports to: Campus Operations Manager
- Classification: Half-time (20 hours/week), possibly leading to full-time

II. Position Summary

Supports all ministries of Creekside Christian Church by being responsible for the cleaning, maintaining and securing of all buildings and campus.

III. Responsibilities

- Perform such daily tasks to keep all surfaces in the buildings clean and free of dust/marks, fingerprints and smudges (i.e. restrooms, kitchens, cabinets and countertops, interior and exterior windows, doors, glass, etc.)
- Pick up/remove trash from inside buildings, mop floors, vacuum carpets
- Regularly maintain campus to be free of trash and debris
- Assist in maintaining security of facilities
- Utilize chemicals necessary to clean/sanitize surfaces in restrooms and kitchens
- Depending on experience, perform repair work as needed and as asked by your supervisor
- Interface with ministry staff and volunteers

IV. Position Requirements

- Must be at least 18 years old
- Facility maintenance experience desired, but not required

Skills

- Ability to follow directions
- Organizational ability in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines
- Strong oral communication skills
- Adherence to campus policies and practices
- Ability to send and receive emails; perform internet research as needed
- Attention to detail
- Ability to work independently and as a team
- Cover shifts of fellow department staff

V. Salary (hourly)

- \$16-\$17 per hour