

MISSION:

To love and lead people to a life-changing connection with Christ.

PURPOSE:

This position is responsible for fulfilling all needs for all areas of janitorial, maintenance and custodial care. Responsibilities include cleaning and maintaining building facilities, small projects, and regular inspection of areas for needed care.

The Facilities Assistant must have a servant's heart for the church and have the desire to take care of Centerpoint's property with excellence in a Christ like manner. Must be able to work professionally with all staff and volunteers.

The Facilities Assistant should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate.

ACCOUNTABILITY:

This position reports to the Facilities Manager.

RESPONSIBILITIES:

1. Responsible for the weekly cleaning of all buildings and facilities including child use buildings/rooms, offices, worship center and other areas as assigned
2. Clean floors and all surfaces of bathrooms, furniture, walls, equipment, windows and fixtures
3. Responsible for regular inspection of church premises to identify areas of need
4. Handle and report all areas of need to the Facilities Manager
5. Process all trash including emptying trash cans, cleaning trash cans and delivery to larger bins for pick up
6. Notify Facilities manager of needs for major repairs or additions to building operating systems
7. Assist in evening lock-up procedures as directed
8. Additional duties as assigned

PREFERRED QUALIFICATIONS:

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to uphold the Statement of Faith
- Possess a sense of pride of ownership for the church facilities and grounds
- Ability to establish prioritize, and meet deadlines, often under changing circumstances
- Flexible and adaptable when unforeseen issues arise
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with multiple deadlines

PHYSICAL DEMANDS:

- 1) While performing the duties of this job, the employee is regularly required to walk, kneel, climb ladders and lift items up to 50 pounds.
- 2) The position frequently involves moving cases of office, janitorial and hospitality supplies and campus furniture and props that can weigh up to 50 lbs.

TIME EXPECTATIONS:

This position is part-time and will work approximately 12 hours per week with the possibility of extra hours for special events and ministry activities. A typical shift is approximately 4 hours per day on a Sunday, Monday, Wednesday, Thursday or Friday between the hours of 3:00 PM and 9:30 PM.

REQUIREMENTS:

- 1) Works safely at all times using safety equipment as needed.
- 2) Has the skills and abilities necessary to work on assigned tasks.
- 3) Works as a team player with all members of Centerpoint Church.
- 4) Encourages volunteerism amongst members of Centerpoint Church.

CP Staff Team Expectations:

Candidates must be cleared through background check

Employees will be members of the local church and amenable to the values and doctrine of the Free Methodist Church

Commit to embracing and demonstrating the values of the church

Commit to working as a team with people and departments

Be respectful and kind in all your dealings with staff, volunteers and the people we serve

Develop your unique voice within the team

Read and agree to abide by the policies of our Employee Handbook

Centerpoint Church maintains an “employment at will” policy. This means that just as you are free to end your employment with Centerpoint at any time for any reason, Centerpoint is also free to end the employment relationship with you at any time for any reason, with or without cause or advance notice, as long as we do not violate any applicable federal or state laws.

By signing below, I certify that I have read the above information and understand that my employment with Centerpoint Ministries is at-will.

Employee Name (Print)	Employee Signature	Date
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Supervisor (Print)	Supervisor Signature	Date
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