



Job Description

Position Title: Custodial Support

Reports to: Campus Pastor

Revised: 05.1.2024

Department: Facilities

Status: Part-Time; Hourly, Non-Exempt

Campus: Various

Primary Purpose

This Facilities Support team member seeks to see lives changed, and ultimately lead people to follow Jesus Christ, by working as part of the campus team with a strong emphasis toward a clean, safe, and welcoming facility.

Key Result Areas

- Recruit and lead volunteers.
- Perform housekeeping duties which include but are not limited to cleaning and stocking restrooms, classrooms, and other spaces in the building.
- Assist ministry leaders in setup and teardown for weekly use and events
- Do a facilities walk-through as part of your work routine to identify facility related needs
- Enter maintenance/repair issues into our reporting system in a timely manner
- Clean up accidents resulting from spills and sickness
- Maintain an adequate supply of janitorial supplies
- Other duties as assigned

Position Requirements

Supervisory:

- Lead volunteers in your area of responsibility

Knowledge/Skills/Abilities:

- Ability to communicate clearly and concisely
- Attention to details/follow-through
- Able to safely use/operate general cleaning equipment
- Able to ask questions for understanding and advancement of ideas/concepts
- Maintain confidentiality
- Coachable and takes direction well
- Able to work independently, as well as with a team
- Basic familiarity with MS Word, Excel, and Outlook
- Being okay with getting your hands dirty and willingness to clean toilets/urinals
- Able to work with other NewPointe Community Church departments to help execute projects
- Must be willing to work evenings if needed from time to time

Qualifications

Education: High School Diploma or equivalent

Physical Activities/Requirements (with or without accommodation)

- Ability to move throughout the facility and grounds
- Must be able to work standing up for 8 hours per day
- Must be able to work on a ladder up to 12 feet high
- Be able to lift 50 pounds
- Must be able to work with cleaning products/chemicals.

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including
 - Tithe (within 3 months of hire). A tithe is giving 10% of your income to the ministry of the local church at NewPointe.
 - Participate in small group accountability.

Standard Work Schedule (up to 20 hours a week)

- 6 hours on Sundays from approximately 8 AM - 2 PM
- Up to 14 hours total as agreed upon with the campus pastor: Monday - Friday

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God’s help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value, reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature

Date

NewPointe Signature

Date