

Foothill CHURCH

FACILITIES CUSTODIAN - PART TIME FACILITIES

OVERVIEW:

Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus. This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

ROLE SUMMARY:

The Facilities Custodian supports Foothill Church, Foothill Christian School, and Foothill Christian Preschool by maintaining the cleanliness and upkeep of the church and school properties. This role ensures a high standard of cleanliness across all facilities and provides support for various ministries by assisting with the setup and teardown of services and events.

QUALIFICATIONS:

- A personal relationship with Jesus Christ.
- Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
- Commit to exhibit a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
- Reflect a relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
- Covenant Partner of Foothill Church or in process of becoming a Covenant Partner.
- High School diploma or GED.
- Preferred two years or more past experience in custodial work.

ABILITIES:

- Strong organizational skills, able to prioritize, meet deadlines, and follow up on tasks.
- Thrive in fast-paced, changing environments.
- Collaborative team player, flexible, and communicative.
- Detail-oriented, trustworthy, discreet, and diplomatic.
- Lead by example, self-motivated, and disciplined to work independently.
- Adaptable to changing roles and responsibilities.
- Personable, humble, and open to learning.

KNOWLEDGE, SKILLS and DEMANDS:

Knowledge

- Basic understanding of Foothill Church's culture and basic theological principles.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.

Skills

- Positive attitude, strong communication skills, and biblical integrity in personal interactions.
- Maintain a high standard of cleanliness.
- Possess and maintain a valid driver's license.
- Possess a vehicle that can be used for work purposes.
- Operate church vehicles, trailers, and equipment including "man-lift" devices.

Mental Demands

- Follow directions and procedures.
- Receive constructive criticism and design suggestions.
- Understand verbal and written instructions.

- Work cooperatively with others.
- Interpersonally agile; easy to approach, and talk to.
- Exercise good judgment and discretion.

Physical Demands

- Frequently lift and carry up to 50 pounds, and may be required to lift and carry more than 100 pounds.
- Frequently stand, sit, climb ladders, and walk. Use hands and fingers to handle, feel, and to operate various tools and equipment. Reach with hands and arms, stoop, kneel, crouch, crawl, repetitive motions. Push and pull objects. Talk, hear, taste, smell.
- See up-close, at a distance, peripherally, distinguish colors, and adjust focus.

Environment

- Work near moving mechanical parts, in high places, with fumes and airborne particles, in both indoor and outdoor weather conditions.
- Tolerate noise and hazards of machinery, electrical currents, working on scaffolding and high places, man-lifts of various types, and exposure to chemicals and oils.
- Maintain a safe working environment.
- Perform duties in high heat or cold conditions.
- Work well with others in an environment where workspaces are open.
- Maintain safe and clean work conditions in the areas assigned.

Technologies

- Use a computer and a smartphone.
- Proficient with Google and Microsoft Platforms.

SPECIFIC DUTIES and RESPONSIBILITIES:

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- Perform custodial duties, including but not limited to sweeping, mopping, dusting, and vacuuming floors.
 - Clean restrooms and restock supplies as needed.
 - Wipe down surfaces such as desks, countertops, and windows.
 - Remove trash on a daily basis.
 - Prepare various areas for events as assigned, including ensuring proper setup and teardown for meetings and events.
 - Move and transport equipment, furniture, and supplies (e.g., tables, chairs, portable stages, pipe and drape, lighting, tech equipment, and canopies) to accommodate event needs.
 - Assist in completing move-in cleaning for rental properties.
 - Address minor repairs and report safety issues as necessary.
 - Assist in maintaining custodial and facility supply areas, as well as equipment.
 - Perform a variety of duties as requested by the Facilities Director.

REPORTING:

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- Report directly to the Facilities Director.
 - Amenable to the Executive Pastor of Operations and Foothill Christian School Superintendent.

SHARED VALUES:

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- **“I can do that.”** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
 - **“Make it better.”** We are committed to a culture of improvement. We will never arrive. There’s always something we can do better, and we will constantly look for those minor tweaks and major improvements.
 - **“Make it happen.”** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
 - **“Work should be fun.”** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
 - **“Keep it simple.”** We will fight the urge to create more complexity. We will say “No” unless we’re presented with a golden opportunity or notice a fatal flaw.

POSITION TYPE:

- Part Time.
- Regular.
- Non-Exempt.
- Support Staff.

Schedule: Primarily Tuesday and Wednesday from 12:00 PM – 6:30 PM (30 minute meal period required). Additional days (Monday, Thursday, or Friday) may be scheduled as needed to ensure at least three workdays per week. Some flexibility is available, but Tuesday and Wednesday coverage is strongly preferred. Occasional evening, weekend, holiday, or off-campus event work may be required.

Hours: 18-24 hours per week

Pay: \$16.50 - \$18.00 per hour

Benefits: Retirement Plan, Bereavement, Paid Sick Leave. See [Benefits Summary](#) for additional information.