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 and Foothill Christian School by helping maintain clean, safe, and well-kept facilities. This role is responsible for routine custodial duties and general facility upkeep, while also supporting church and school ministries through the setup and teardown of services, events, and other activities. As part of the Facilities team, the Facilities Custodian helps ensure our facilities are prepared to support the daily operations, activities, and ministries of the organization.

**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 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, capable of managing multiple projects.
- Personable, humble, and open to learning.
- Demonstrate the highest level of integrity, accountability, and professionalism while working independently with minimal supervision.

**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.
- Familiar with different cleaning supplies, chemicals, and equipment.
- 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.
- 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.
- Safely climb and work from ladders up to 28 feet and operate mobile elevating work platforms, including scissor lifts and boom lifts, at working heights up to 50 feet.
- Frequently stand, sit, 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, and smell.
- See up-close, at a distance, distinguish colors, peripherally, 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.
- 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.
- Provide and maintain a personal smartphone capable of running required work applications (phone stipend provided).
- Proficient with Google and Microsoft Platforms.

**SPECIFIC DUTIES and RESPONSIBILITIES:**

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- Perform routine custodial duties, including but not limited to sweeping, mopping, dusting, vacuuming, and other general cleaning tasks.
- Clean and sanitize restrooms and restock supplies as needed.
- Clean and wipe down surfaces, including desks, countertops, windows, and other facility areas.
- Empty trash in designated areas.
- Independently complete work orders as assigned.
- Prepare facilities for church, school, and other scheduled activities, including the setup and teardown of meetings, services, and events.
- Move and transport equipment, furniture, and supplies, including tables, chairs, portable stages, pipe and drape, lighting, technical equipment, and canopies, to accommodate facility and event needs.
- Proactively identify and communicate opportunities to improve the cleanliness, safety, and overall condition of Foothill's facilities. Submit work orders for observed maintenance or facility needs, including those outside the employee's assigned responsibilities.
- Independently complete move-in cleaning and preparation of rental properties as assigned.
- Perform minor facility repairs and maintenance tasks and promptly report maintenance needs or safety concerns.
- Perform landscaping, irrigation, and general grounds maintenance on church, school, and rental properties as assigned.
- Help maintain clean and organized custodial storage areas.
- Open and close campus facilities as assigned for scheduled activities.
- Provide backup support to the Set Up and Strike Team as needed.
- 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.

**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.
- Level 1.

**Schedule:** Typically Weekdays 12:00 PM–6:30 PM. Scheduled hours and workdays are subject to change based on organizational needs. Evening, weekend, holiday, and off-campus event work may be required.
**Hours:** 15-20 hours per week.
**Pay:** $17.40 - $19.00 per hour.
**Benefits:** Retirement Plan, Cell Phone Stipend, Paid Sick Leave, Bereavement. See Benefits Summary for additional information.