

Job Description

Title: Female Custodian Technician
Reports To: Facility Supervisor
FLSA Status: Non Exempt
Prepared By: John Jesseph
Hours per week: 29 hours or less

Ministry: Facilities – Maintenance & Custodial
Classification Grade: T-2
Approved By: Human Resources
Approved Date: 10/09/2018

Essential Organizational Core Values

- **As an Individual:** The **Female Custodian Technician** is responsible for taking the leadership of all ministry functions they are tasked with. Live out RLM's Organizational Core Values and 7 Ministry Essentials personally. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Facilities Team and RLM Staff Team:** The **Female Custodian Technician** has a responsibility to collaborate as a team member on their immediate team, the RLM Staff Team as a whole to accomplish church wide objectives which would include the **Facility Team's** objectives. This person is responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

1. Facility Operation Function (80 %)

- Cleans: Female bathrooms during church services, classrooms, modulars, hallways, stairs, foyer, and elevator.
- Sweeps, mops, scrubs, and vacuums: Female bathrooms, classrooms, modulars, hallways, stairs, foyer, restrooms, elevator and office spaces.
- Empties trash and garbage containers and transports trash and waste to disposal area.
- Cleans snow and debris from sidewalk.
- Cleans and dusts furniture and equipment.
- Washes windows, door panels, and sills.
- Replenishes female bathroom supplies.
- Work with volunteers.
- Sets up tables and chairs in rooms.

2. RLM Staff Relations (10%)

- Collaboratively work with RLM Staff to ensure the Facility Team is effectively supporting RLM ministry functions
- Proactively engage with RLM Staff to identify how to better support them
- Have an infectious positive attitude while interacting with RLM Staff
- Participate collaboratively in staff workgroups when appropriate

3. Facility Team Volunteers (5 %)

- Recruit and train volunteers for Facilities.
- Invite members to get involved and serve the church body of RLM.
- Participate and ensure the 7 Ministry Essentials are being lived out with the volunteer team.

4. Miscellaneous (5 %)

- Work with Congregation in a way that glorifies God
 - In weekend services – model participation (friendliness, recruiting, attendance)

- Be visible and a model for volunteers to follow (friendliness, cooperation, availability)
- Represents Christ and the Church in the community in a Godly way
- Values and abide to the expectations of being a member of the church found in our 101, 201, and 301 class.

Qualifications, Required Skills and Competencies:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.
- A shepherd’s temperament; servant-leader/mentor attitude and inclination.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries’ Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.
- Identifies and resolves problems in a timely manner.
- Good Discretion– displays a willingness to make good decisions; and is willing to accept counsel toward changing his/her way of thinking to align with God’s Word so one may be able to discern what is good and acceptable.
- Organizing/Planning – Prioritizes and plans work activities; uses time efficiently; sets goals and objectives.
- Computer skills – knowledge of how to operate E-mail; and able to be trained and achieve the skills needed to operate software such as a maintenance management software.
- Experience and/or training related to construction and/or maintenance of buildings and grounds.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering- We recognize there are many ministry areas to serve in at Real Life Ministries and you may feel called to serve in those areas on a volunteer basis. Real Life Ministries would like to support you in your desire to serve. Any hours served in volunteer ministry are not required for this position that you have been hired for and as such will not be compensated.

Employee Name: _____

Employee Signature: _____

_____ Date: _____