

## COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Custodian	Operations / Facilities	Facilities Coordinator
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	03.2026- cdb/HR

### WHO WE ARE

We are guided by our fundamental values, our **CORE4**, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS.**

- Roof Wrecker (RW): Willing to go above and beyond to help others connect with Jesus.
- Game Changer (GC): Committed to doing whatever it takes to advance the Kingdom.
- Ephesians 4 (E4): Focused on raising others up to fulfill their potential and contribute.
- We Over Me (W/M): Prioritizing the good of the team over personal gain.

### POSITION SUMMARY

The Custodian maintains a clean, safe, and welcoming environment by performing routine cleaning, light maintenance, and outdoor upkeep. This role supports setup and cleanup for church events and ensures all areas are ready for worship and community activities. The ideal candidate is dependable, detail-oriented, physically capable, and serves with a Christ-like attitude.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Supply Replenishment (W/M, GC, E4):** Report needed supplies to the supervisor to ensure the proper stock of cleaning and custodial materials.
- **Cleaning & Maintenance of Facility (W/M, GC, E4):** Regularly clean and maintain the cleanliness of all floors, walls, restrooms, and glass surfaces.
- **Dusting & Clutter Control (W/M, GC, E4):** Keep all furniture, window sills, and other surfaces dust free. Keep storage rooms and classrooms free of clutter.
- **Room Use & Post-Use Cleaning (W/M, GC, E4):** Remain informed of the room use schedule, and clean rooms after each use to prepare for the next activity.
- **Outside Maintenance Assistance (W/M, GC):** Assist in outside maintenance, such as replacing light bulbs, cleaning glass, trash removal, etc.
- **Physical Ability & Additional Responsibilities (W/M, GC, E4):** Able to lift, pull, bend, carry, and push as needed to perform custodial duties effectively. This position may include other duties as assigned supporting the overall mission of the church.

### COMMITMENT TO CHRIST and CCC

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

## TEAMWORK and PROFESSIONALISM

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

## MINIMUM QUALIFICATIONS

- **Experience:** Minimum of two (2) years experience performing custodial and light maintenance duties.
- **Education:** High School Diploma or equivalent.

## Knowledge, Skills, and Gifts:

- **Custodial Skills, Physical Activity, and Responsibilities:** Proven ability to perform custodial duties with attention to detail and consistency, including cleaning, light maintenance, and operating church vehicles. The role involves physical activities such as lifting, pulling, bending, carrying, and pushing as needed to successfully accomplish these tasks.
- **Interpersonal and Relational Skills:** Exhibits a Christ-like attitude in words and actions, demonstrating excellent interpersonal skills and the ability to work harmoniously with a wide variety of people.
- **Organizational Skills:** Strong organizational skills, capable of managing multiple tasks efficiently and effectively.
- **Technical Ability:** Basic familiarity with general custodial and maintenance tools and equipment; willingness to learn new web-based programs for tracking time and related activities.
- **Spiritual Character:** Demonstrates a Christ-centered approach in daily work, reflecting integrity, humility, and a servant-hearted attitude.

**EMPLOYEE ACKNOWLEDGEMENT:** I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Received and accepted by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_