

Hope Community Church (HCC)

Title: Custodian

Location: Downtown

Project: Facilities-General

Purpose: To ensure that Hope Community Church is a safe, healthy, and appealing environment for all staff and visitors. This position ensures hospitality at its most basic level, which breaks down barriers to people hearing the Gospel!

Now you are the body of Christ, and each one of you is a part of it. And in the church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having gifts of healing, those able to help others, those with gifts of administration, and those speaking in different kinds of tongues. (1 Cor. 12:27-29)

Roles and Responsibilities:

Routine

- Complete, or delegate as needed, standard cleaning procedures for both Hope East and Hope West on a weekly, bi-weekly, and monthly basis, to include:
 - Restrooms
 - Sanctuaries
 - Offices
 - Community Spaces (Classrooms, Lobbies, etc.)
 - Nurseries
 - Building Entrances, Stairwells
 - Elevators/Water Fountains
 - Other Spaces
- Launder cleaning items (mop heads, rags, mats) and other items at request (e.g. baptism towels, linens)
- Maintain carpet quality through spot cleaning and regular extraction
- Manage inventory and order supplies and facilitate helpful relationships with appropriate vendors. Research new vendors as needed for cost-savings and special projects.
- Assist with building maintenance projects and routine maintenance (e.g. changing light bulbs) under Associate Director to Facilities.
- Assist with custodial budget management.
- Overall ownership and awareness of each building's cleanliness and condition (furniture where it should be, etc.).
- Complete duties associated with First Impressions on Sunday mornings (turning on lights, checking bathrooms, etc...)
- Clean up coffee, treats, and communion supplies after services on Sunday.
- Serve as a Service Coordinator, overseeing Hope's Gardening Team and coordinating with additional volunteer groups as needed.
- Attend Staff meetings.
- Respond to emergency (security, fire) alarms as needed in conjunction with the Associate Director to Facilities.
- Represent Christ and Hope Community Church to volunteers and the community, including being prepared to share the Christian beliefs that Hope holds and lead by example in both their personal and professional life.

Special Projects

- Ensure that events, such as weddings, are appropriately staffed for custodial needs.
- Waxing, freezer defrosting, and others.
- During the summer months, care for exterior grounds by mowing, weed removal, and other items as needed.
- Miscellaneous projects and other tasks at supervisor's discretion.

Reports To: Associate Director to Facilities and Small Groups Associate

Status: Full-Time Non-Exempt

Hours: 40 (FT) Hours/week

Classification: F

Additional Information: This position has a semi-flexible schedule. It is primarily S-Th, but may require weekend work for special events (and/or delegation to others) and may occasionally require off-site travel (e.g. Home Depot, vendor offices, Goodwill). This position frequently includes lifting boxes, equipment (snow removal and landscaping), and other items up to approximately 60 pounds.