



## Job Description

**Title:** Custodian Technician

**Reports To:** Security & Custodial Director

**FLSA Status:** Non Exempt

**Prepared By:** Gary James

**Work Hours Per Week:** 40

**Ministry Class:** Custodial

**Classification Grade:** T-2

**Approved By:** Human Resources

**Approved Date:** 1/23/2022

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### Essential Organizational Core Values

The **Custodian Technician** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual:** The **Custodian Technician** is responsible for taking the leadership of all ministry functions they are tasked with. Live out Real Life Ministries' 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 Real Life Staff Team:** The **Custodian Technician** has a responsibility to collaborate as a team member on their immediate team, the Real Life 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 ( 90 %)

- Cleans: Bathrooms, classrooms, modulares, hallways, stairs, foyer, restrooms, elevator and office spaces.
- Sweeps, mops, scrubs, and vacuums: Bathrooms, classrooms, modulares, hallways, stairs, foyer, restrooms, elevator and office spaces.
- Empties trash and garbage containers and transports trash and waste to disposal area.
- Cleans and dusts furniture and equipment.
- Washes windows, door panels, and sills.
- Operate floor scrubbing machines
- Replenishes bathroom supplies.
- Work with volunteers.
- Other duties as assigned per seasons

#### 2. Real Life Ministries Staff Relations (5%)

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

### 3. 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.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Align, etc.)

**Qualifications and Required Skills** 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.

**Real Life’s Core Competencies**, as defined in our 3 C’s document, necessary to succeed in this role:

- Personal Responsibility.
- Initiative
- Receive and Give Feedback
- Adaptability
- Assume the Best

**Spiritual Aspects of Job Requirements:**

- 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.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life Ministries, must understand group dynamics and ensure effective consensus building and decision-making.
- 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.

**Physical Abilities required**

- Endurance and stamina; the ability to sustain prolonged physical effort. Must have the ability to move at a high speed to complete duties.
- 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 to 100 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 \_\_\_\_\_