

Job Title:	Maintenance Custodian	Employment Type:	Full Time
Department:	Facility Team	FLSA Classification:	Non-Exempt
Reports To:	Facility Director	Compensation Type:	Hourly
Location:	Based out of Downtown Kokomo Campus but will work at all Crossroads locations (including but not limited to CSK, CDK, Godsend Garage)	Weekly Hours:	40-50 hours / week
Supervises:	Volunteers	Housing Allowance:	N/A

General Summary of Duties: Work within a team to create environments with excellence where people feel welcomed and valued as they take their next step with Christ.

Duties and Responsibilities (includes but is not limited to):

- Carry & cast the vision of Crossroads while caring for the grounds and buildings of Crossroads.
- Support all the organization's values
 - *Worshiping God is a big deal*
 - *All people matter to God*
 - *It's ok to not be ok*
 - *We are blessed to bless*
 - *We become more like Jesus together*
 - *We build faith at home*
- Taking ownership and responsibility of Crossroads' buildings, property, and maintenance equipment to honor God and the people who have entrusted us with it's care.
 - Keeping inventory and logs of maintenance performed, equipment, and materials
 - Taking inventory of cleaners and other supplies and submitting requests when items need to be replenished.
 - Understanding of cleaning techniques and safety procedures.
 - Maintain clean church facilities by performing weekly duties and daily spot cleaning in all public areas of the buildings, including bathrooms, auditoriums, kitchens, and meeting rooms.
 - Working with other facility team members and church staff to ensure that all areas are cleaned and stocked with necessary items.
 - Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.

- Plan and coordinate snow removal
 - Ensure all entry/exits are clear and operable for daily operations
- Communicate daily with Facility Director about issues and agenda
- Assess and execute minor building repairs and paint projects
- Respond to building occupants' requests for service and maintenance
- Evaluate and coordinate plumbing, electrical, and HVAC repairs.
- Perform basic electrical jobs
- Clean and perform routine maintenance on HVAC systems
- Stay current on safety measures for fire, carbon monoxide and other alarms
- Work with and maintain tools and equipment necessary to perform work duties
- Help evacuate the building or facility in case of an emergency
- Perform routine inspections to identify areas in disrepair
- Coordinate and conduct corrective maintenance to identified issues
- Set up / Take down for events
- Perform floor maintenance- Scrub & Shampoo
- Other duties as required.

Requirements:

Employment at Crossroads Community Church:

- Endorses and supports the 10 biblical doctrines professed by Crossroads Community Church.
- Will be a member of Crossroads & fulfills the expectations therein

Position:

- Must be able to handle the demands of maintaining the building so the organization can meet people where they are and help them take their next steps with Christ.
- Must be willing to obtain further training and certifications.
- Must be a good team member utilizing collaborative efforts and communications to accomplish tasks and goals.
- Must have a high level of professionalism, integrity, and trustworthiness to interact with volunteers, community members and vendors.
- Must be reliable and flexible to meet the needs of the organization.
- Must be willing to adjust or extend hours if the need arises.
- Must be able to spend most of the performing physically demanding labor.
- Must make attendance to staff meetings and prayer a priority.
- Must have the ability to lift objects up to 50 pounds.
- Must have a valid drivers license.

Education:

- High school diploma is preferred.

Interested candidates can email their resumes to resumes@ecrossroads.org