

**NORTHVIEW COMMUNITY CHURCH**  
**JOB DESCRIPTION**  
**Custodian/Facility Assistant Mission**

DEPARTMENT	Facility Department
REPORTS TO	Operations Manager
RESPONSIBLE FOR	Appearance and Readiness of Mission Campus
ALLOTTED HOURS	20 hours
REVISED	June 26, 2017

**MINISTRY CONTEXT**

A candidate for the position of Facility Assistant must be a self-motivated, self-managing person with a desire to serve behind the scene to enable ministry. The person must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church.

**PRIMARY FOCUS**

Responsible for the appearance, readiness, and security of Northview's Mission buildings and property for program/event use. Assisting the pastors and staff in any necessary tasks to ensure an efficient, professional God serving church.

**MINISTRY RESPONSIBILITIES**

**A. Specific Duties**

1. **Appearance:** Responsible for general cleanliness of the facility for program/event use. Including the following:
  - a. Floor cleaning, sweeping, mopping and vacuuming.
  - b. Kitchen floor cleaning and disinfecting.
  - c. Bathroom cleaning and disinfecting, floors, counters, toilets, urinals and mirrors. Replacing paper towel or toilet paper as needed.
  - d. Office cleaning, vacuuming and dusting.
  - e. Classroom vacuuming and dusting.
  - f. Emptying trash and recycle bins, replacing bags all areas.
  - g. General cleaning and dusting.
  
2. **Readiness:** Responsible for setup and or take down to facilitate program/event use. Including the following:

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- a. Room preparation, e.g. tables, chairs.
  - b. Climate control; heating, cooling, lighting.
  - c. Unlocking or locking of doors.
  - d. Securing areas of the building.
  - e. Minor repairs as needed.
3. **Security:** Responsible for overall security while on duty. Including the following:
- a. Unlocking and locking so access is restricted to areas being used.
  - b. Gate opening and closing.
  - c. Care of property, reporting of all damage related incidents.
  - d. Responsible for arming and disarming of alarm as needed.

### B. General Duties

#### 1. Responsible for:

- a. Cleaning of facility.
- b. Inspection of facilities and property reporting and or repairing any required repairs e.g. light changing.
- c. Keeping facilities and property safe e.g. clearing walkways of snow and ice. Picking up trash.
- d. Following through on small projects or repairs.
- e. Assisting the pastors and staff in any necessary tasks to ensure an efficient, professional God serving church.

### STATEMENT OF RELATIONSHIPS

The candidate reports directly to the Operations Manager but while on duty will need to take direction from pastors, elders, leaders and staff as needs arise.

### QUALIFICATIONS

A candidate for the position of Custodian/Facility Assistant must be a self-motivated, self-managing person with a desire to serve behind the scenes. He or she must be trustworthy with no criminal record. He or she must be physically able to do lifting and carrying (50 pounds). Custodial training and or experience necessary. WHMIS certification required. Some handyman experience an asset but not essential.

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**PERSONAL CHARACTERISTICS**

The following characteristics are considered essential for the candidate to be successful in this role:

1. A desire to serve the church.
2. Ability to have good rapport with people of all ages.
3. Able to communicate clearly.
4. Agrees doctrinally with church leadership on primary and secondary level beliefs.
5. Is known to have a lifestyle that honors and uplifts the name of Christ.