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EXECUTIVE PASTOR
RASPBERRY CAMPUS
POSITION FOCUS
SHEET

JOB TITLE: **ChangePoint Janitorial Lead**
DEPARTMENT: **Facilities**
REPORT TO: **Facilities Manager**
DATE REVISED: **October 21, 2001**
CLASSIFICATION: **Full Time, 40 hours per week**

POSITION PURPOSE:

- To maintain the ChangePoint facility and campus in a manner that reflects excellence while utilizing good stewardship and placing a high value on the users of the building

SCOPE OF WORK:

- Provide complete janitorial service for the ChangePoint Campus.
- Provide an organized, neat, and safe facility to all building user
- Night Security for the Campus
- Setup and Tear down of rooms
- Maintenance
- Other Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide Complete Janitorial services for the ChangePoint Campus
  - Vacuuming
  - Cleaning bathrooms
  - Restocking paper
  - Shampooing carpets
  - Stripping and waxing of hard surfaces
  - Emptying trash
  - Keeps Janitorial equipment in clean and ready condition
  - Cleaning and detailing of Church vehicles and other vehicles demand necessary by Facilities Manager
  - etc.
- Provide an organized, neat, and safe facility to all building user
  - Return all janitorial supplies and equipment to their proper storage space neatly.
  - Will help to ensure all resource and equipment used by classes and outside events are return to their proper storage space
  - Perform daily building walkthroughs to identify hazardous situations and resolve within 24 hours.
  - At all times be aware of and address or promptly report safety issues, as well as signage and navigation/direction issues.
  - Ensure that all paths of egress are free of obstructions
- Night Security for the Campus
  - Will work evening hours and be responsible for locking up Campus
  - Will ensure that all participant of event are out of the build prior to leavening the campus.
  - Will keep all areas of the campus not in use locked.

- Setup rooms for the following day users
  - Work closely with the building calendar to plan for and provide room set ups that meet the needs and expectations of end users. This involves knowing how they want the room set up, and arranging tables, chairs, microphones, speakers, video carts, etc. It also includes moving tables and chairs about the building as necessary.
  - To include site specific clean up/janitorial services in rooms to be used or in use as needed. This is to supplement the main cleaning of the building if needed.
  - At times this will include setting up simple A/V equipment, moving video carts into rooms as required, etc. Testing of equipment after placement is essential to providing excellent service to users.
  - Also includes turnaround of rooms between events/uses.
- Assist Facilities Team with maintenance needs.
  - Mowing
  - Landscaping
  - Snow Shoveling and Salting
  - Changing Light bulbs
  - Etc.
- Other Duties
  - Fill in for Facilities Team members that are out
  - Place orders for Janitorial supplies
  - Available for special event cleanup many of which will require late evening hours.
  - Etc.

JOB SPECIFICATIONS:

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- Ability and willingness to work hard physically, moving heavy tables and chairs on a daily basis.
- Must have a servant heart.
- Able to lift 50+lbs
- Willingness to do whatever it takes to support users of the building.
- Will work evenings and weekends.
- Will be able to maintain a high standards in his/her work
- Must be willing to clean up all messes including but not limited to: fecal matter, urine, blood, vomit, etc.