



Christ Journey Church is looking for a Campus Custodian. If interested, please submit a cover letter and resume to Career@ChristJourney.org.

Campus Custodian

Position Role: Maintains the property of Christ Journey Church Gables Campus for appealing setting and with an eye towards, “everything speaks.”

Leader: Director of Business Administration

Leads: None

Spiritual Gift(s): Service

Core Competencies: Teachable Spirit, Desire to serve others

Spiritual Attributes: Christ-Centered or Close to Christ Living as demonstrated by the full participation in a local church

Intended Outcomes:

1. Works towards creating an appealing facility.
2. Supports staff in creating space that speaks to the quality of care of our facilities.
3. Helps maintain a clean and safe facility.

Tasks and Responsibilities:

- Run the daily maintenance operations of the facility.
- Opens and secures campus facility.
- Maintain running inventory of all supplies, tools and vehicle needs.
- Works with contractors/vendors to ensure completion of jobs.
- Basic repair knowledge of electrical switches, outlets, lighting systems, painting, plastering, dry walling, plumbing, door hardware and fixtures.
- Works with Ministries to provide proper set up, teardown and turnaround.

- Makes certain all environments are cleaned as scheduled and/or requested.
 - Monitors submitted maintenance requests on Google sheet.
 - Checks Event Calendar on a daily basis for updates on requested set ups.
 - Maintain running inventory of all supplies, tools and vehicle needs.
 - Maintains open communication on all facilities matters with Director of Facilities.
 - Ability to use common tools such as hammers, saws, drills and wrenches.
 - Other tasks as assigned.
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Education required: High School Diploma or Trade school.

Experience required: Custodial/maintenance related work preferred but not required.

Computer Literacy: Basic computer knowledge and Google Sheets is a must.

Note: Not all listed tasks are inclusive of all the duties needed to be performed.