



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

Job Description

Job Title: 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:

- Works towards creating an appealing facility
- Supports staff in creating space that speaks to the quality of care of our facilities
- Helps maintain a clean and safe facility
- Embraces hybrid church (physical and/or digital) strategies towards maximum ministry impact while modeling effective cross-team collaboration and integration where needed

Tasks and Responsibilities:

- Runs the daily maintenance operations of the facility
 - Opens and secures campus facility
 - Maintains 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 sheets
 - Checks Event Calendar daily for updates on requested set ups
 - Maintains 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.