



## CROSSROADS CHURCH | JOB DESCRIPTION

<b>Position Title:</b>	Ontario Facilities Support
<b>Department:</b>	Operations
<b>Reports to:</b>	Facilities Coordinator
<b>Oversees:</b>	Ontario Campus Cleaning
<b>Hours:</b>	Part Time; 20 hours

### Position Summary:

This person is responsible for ensuring a clean, safe and welcoming environment for worship and ministry at the Ontario Campus. The person in this role is expected to perform duties with a joyful attitude while treating volunteers and staff with a respectful Christ-like demeanor.

### Key Responsibilities:

#### Weekly Responsibilities

- Vacuuming sanctuary (including stage), all entrances, foyer, halls, chapel (including chapel foyer), all classrooms and fellowship hall.
- Cleaning all glass doors.
- Sanitizing, scouring and stocking all restrooms (including sweeping and mopping). Also cleaning all mirrors.
- Changing all trash throughout the building.
- Vacuuming and tidying the green room.
- Clean and organize the coffee room (dusting, wiping down tables, vacuuming, mopping).
- Sanitize all tables and countertops in the lobby.
- Clean kitchen (all counters wiped down, sweep and mop).
- Dust mop gym and vacuum stage.
- Wipe down classroom tables and vacuum floors.

#### Monthly Responsibilities

- Cleaning baseboards throughout building
- Cleaning corners (cobwebs)
- High dusting (vents and high corners)
- Limeaway sinks and water fountains
- Clean under rubber mats in scullery
- Vacuum room behind stage

#### As Needed

- Provide event support with set up/tear down.
- Light maintenance as needed.



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### Qualifications:

- **Heart of Service:** A desire to serve behind the scenes as a vital part of the church's global mission.
- **Christ Centered:** Attitude and work ethic
- **Attention to Detail:** Ability to spot the "small things" that others might miss.
- **Physical Ability:** Capable of lifting up to 25–50 lbs and standing/moving for extended periods.
- **Integrity:** Ability to work independently and maintain the security of the building.
- A growing personal relationship with Jesus Christ and alignment with the mission and values of Crossroads Church.
- Active membership and faithful attendance at Crossroads Church.
- Able to communicate and work well with others
- Able to work 20 hours per week
- Able to bend down or climb ladders as needed
- Valid drivers license