



Facilities Setup and Support Custodian

Accountable to: Operations Coordinator

Job Type: Non-exempt, Part time 10-15 hours/week

Overview:

This position is vital to the ongoing success of Crossroads' ability to live into our vision to serve our community and extend an unlimited welcome. The primary purpose of the Facility Setup and Support Custodian position is to oversee the setup of meeting spaces and support the needs of the church and groups that use the building. The position requires room setup understanding and light cleaning as needed. Hours include: Sunday mornings, 8am-1pm (year round), Wednesday evenings, 6 – 10pm (seasonal), and Fridays or Saturdays, 1 - 2 hrs (year round), and other times as needed.

Responsibilities and Duties:

Room Setup and Space Management

- Assist with setting up and taking down tables, chairs, and equipment for events and activities
- Manage room setup and tear down based on room/event requests
- Ability to lift and move equipment, tables, and chairs
- Review and monitor the storage spaces to maintain organization and oversee usage

Cleaning

- Clean/refresh restrooms as needed
- Vacuum and mop floors
- Wipe surfaces
- Empty trash and recycling bins
- Ensure all areas are presentable and ready for use
- Clear sidewalks of debris as needed
- Report any maintenance or repair needs to the appropriate person
- Perform other duties as assigned

Job Knowledge and Qualifications:

- High school diploma or GED
- Prior custodial or janitorial experience preferred
- Ability to lift up to 50 lbs. and move heavy objects
- Demonstrated ability to work independently and as a team member
- Strong attention to detail
- Good communication skills
- Flexibility to work weekends and evenings



Working Conditions/Physical/Mental Demands:

Must be able to regularly talk and hear, lift and move heavy objects up to 50 pounds, stand, walk, handle or feel and reach with hands and arms, frequently bend and stoop, and perform repetitive motions when necessary to complete job duties.

Requires the ability to read and comprehend a room setup diagram, complete tasks independently, remember processes, complete work in a timely manner to meet deadlines. Requires the ability to work Sunday mornings, Saturdays, and evenings as agreed upon.

The work will be primarily indoors, but may require working outdoors for events and activities, and may require working in areas with cleaning chemicals.

The information provided is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

Crossroads is an equal opportunity employer. All are welcome and encouraged to apply regardless of race, sexual orientation, gender identity, or political views.

Contact employment@crossroadsnova.org with a resume and cover letter if interested.