



## Maintenance Custodian

**Purpose Statement:** To help people find their way back to God by serving with the Facilities Team to maintain Fair Haven Church facilities and grounds.

**Position Classification:** Part-Time, hourly

**Reporting Relationship:** Facilities Director

**Team(s):** Facilities Team

### Responsibilities

- General custodial duties including cleaning of floors, restrooms, windows, fixtures, & surfaces.
- Set-up and tear-down of facility rooms according to the specifications of room reservations and according to the time demands of events. Must be able to physically arrange tables and chairs in a neat and orderly manner.
- General seasonal Buildings & Grounds needs including snow removal from sidewalks during winter months.
- Securing of the facility per established facility hours.
- Mechanical ability appreciated but not required.
- Provide support for the specific needs ministry programming.
- Maintain the facility in a general state of readiness.
- Make decisions and respond to emergencies with a non-anxious presence.

### Requirements:

The Maintenance Custodian must be at least 18 years of age. This position is a part-time, hourly position with 20 hours per week. Shift coverage includes Mondays and Wednesdays, as well as coverage on Sunday mornings from 6:00-10:00 AM. Weekend hours include a weekend differential rate. Occasional flexibility in regular work schedule to compensate for large functions is required. Requirements for the position include the ability to perform manual tasks requiring moderate physical strength, to physically arrange rooms in a neat predetermined order to facilitate ministry use, have good communication skills both verbally and in writing, maintain good working relationship with co-workers and church attendees, be dependable, organized, efficient, able to follow instructions, and demonstrate the ability to understand and apply general cleaning practices. As with all church staff positions, the Maintenance Custodian must have a growing relationship with Jesus Christ, an active prayer life, a servant's heart and a commitment to staff unity and the Harbor Churches Mission.

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Thank you for your interest in employment opportunities at Harbor Churches. To apply for the position, please follow the steps listed below. If you have questions about specific positions or the application process, please email Harbor Churches Human Resources at [hr@harborchurches.org](mailto:hr@harborchurches.org).

To Apply:

- Complete an online application found at the following link: <http://goo.gl/forms/dqPMxPO1iM>
- Submit your resume and cover letter to:
  - ◆ [careers@harborchurches.org](mailto:careers@harborchurches.org)
  - ◆ Include a SUBJECT line of: YOURLASTNAME Yourfirstname, Title of Job Opening