



PART-TIME CUSTODIAL COORDINATOR POSITION DESCRIPTION APRIL 2021

- Function:** To provide custodial support and coordination of other custodial staff to the Church.
- Authority:** To plan and execute an organized schedule relative to stated responsibilities.
- Reporting:** Reports directly to the Operations Manager
- Role:** Staff member who is responsible for the cleanliness of the Church facilities that serve guests and members of WRCC throughout the week, as well as completing assigned tasks from the Operations Manager as outlined below.
- Hours:** Flexible weekdays and/or evenings, 20-25 hours/week

Responsibility

1. Model a friendly and inviting spirit to staff and guests of WRCC.
2. Must be a good communicator.
3. Must have a heart that is focused on ministry, not just a job, giving value to people in a kind and friendly manner.
4. Must adhere to and support the vision of WRCC and its leadership.
5. Maintain cleanliness of building and premises, including general cleaning, garbage removal, floors and carpets, seasonal or other periodic specific cleaning.
6. Ability to lift 50 pounds.
7. Balance assigned tasks with attentiveness to detail and in coordination with our building calendar and other custodial staff members.
8. Timely and thorough completion of all tasks as assigned by Operations Manager.
9. Ordering and stocking of custodial supplies while paying attention to yearly budget.
10. Occasional interactions with vendors (such as signing for deliveries, or new product demos)
11. Willingness to take on extra hours during times of need when other custodial team members are sick, on vacation, or where ministry-related special events require additional help.

Job Products

1. A friendly and professional environment.
2. Good staff relations, communication skills and integration of effort.
3. A staff that feels their coworker is organized, reliable, and takes a proactive approach in visioning upcoming tasks.

Relationship

Our Custodial members are a very important part of our staff team. This position will be responsible for the coordination and oversight of other custodial staff and their work and will report directly to the Operations Manager. Each member of the custodial team will help support one another in their duties. The Custodial Coordinator will also need to confer with the front desk staff in relation to immediate needs and building usage schedule. The front desk staff will provide each staff member with an electronic copy of building schedule for the week.

We're Looking For

1. A spiritually and emotionally healthy person reflecting the leadership character traits of 1 Timothy 3 and Titus 1.
2. An honest, responsible, and dependable person.
3. Someone who is passionate about people coming to know Christ and growing in Him.
4. An individual who enjoys being creative, forward-thinking, and building community relationships.
5. Solid organizational skills for planning, and meeting deadlines.
6. The ability to enthusiastically approach and learn new tasks.
7. Relevant experience with clerical responsibilities.
8. A mature, self-sacrificing team player who is committed to both the success of the church as a whole and of others.
9. A member in full agreement with Windsor Road's doctrinal statement and teaching.

Compensation

TBD

Name:

Effective date:

Review date: