



FACILITIES MINISTRY'S GOAL

Stewarding the resources God has given us by assisting in maintaining a clean and safe facility in order to create a warm and inviting atmosphere for all visitors to our campuses.

GENERAL DESCRIPTION OF THE ROLE

The general responsibilities of this position are to perform cleaning duties with an eye for detail.

Due to the nature of this position the scheduling is flexible, based on the needs of the campus. Most cleaning will be done in the evenings on week days along with some weekends as determined by the Facility Manager.

Special ministry events and holidays may require additional availability.

GENERAL REQUIREMENTS

1. Personal Life

Authentically committed Christian with a consistent and fruitful devotional life

2. Church Commitment

Current member of The Chapel

Attend weekly services at the campus

3. Alignment with and support of The Chapel Staff Expectations (as outlined in The Chapel Application for Employment and The Chapel Staff Handbook).

- The five key areas of values (see our Staff Handbook for details):
 - i. Culture – Fully embraces and embodies The Chapel's identity and who consistently demonstrates it in everyday life
 - ii. Character – Holistically healthy, inspiring to others, and becoming more like Jesus every day
 - iii. Commitment – Defined by a revolutionary commitment to, and personal sacrifice for, the cause of Jesus Christ
 - iv. Community – Lives authentically and transparently in community and who infuses life into the people around them, naturally helping them to become more like Jesus.
 - v. Competence – Diligently strives for and achieves high levels of performance in the role (as listed below)

ROLE RESPONSIBILITIES

- Perform scheduled carpet maintenance.
- Perform scheduled vinyl floors maintenance.
- Perform/Maintain scheduled routine facility cleaning details.
- Perform/Maintain scheduled facility deep cleaning procedures.
- Maintain maintenance log during normal shift.
- Change trashcan liners as appropriate.
- Perform routine maintenance for custodial equipment and supplies.
- Perform nightly lock down procedures.
- Perform miscellaneous job related duties as may be assigned time to time.
- Change overhead light bulbs as assigned.
- May assist with scheduled room set ups or take downs.
- May assist with de-icing during normal shift.
- May oversee and/or assist plant bed weeding.
- Take part in an ongoing training and development program for all staff and volunteers.
- Assist the campus Ministry Leaders and FM's as may be required from time to time.

ROLE REQUIREMENTS

- Ability to lift and manipulate 50 lbs. several times during a normal shift.
- Ability to operate floor scrubbers, vacuums, and other related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to understand and follow safety procedures.
- Ability to use hand and power tools applicable to trade.
- Ability to use a 12' folding ladder in conjunction with overhead work.

CORE COMPETENCIES AND KEY BEHAVIORS

Subject Matter Expert: A subject matter expert masters a discipline, body of knowledge or skill and applies his/her expertise to enhance individual and organizational effectiveness.

- Demonstrates knowledge, skills and expertise in his/her area of specialization
- Acquires, analyzes, interprets and applies research in his/her area of specialization
- Makes practical application of specialized knowledge in everyday situations
- Serves as a resource and/or advisor for co-workers in his/her area of specialized knowledge
- Continues to develop and refine skills, knowledge and proficiency in his/her area to enhance individual, team and organizational effectiveness

Customer Focus: An individual with customer focus seeks to welcome, serve, support and effectively resource customers.

- Works to build customer relationships through reliable service, trust and respect
- Identifies customers' needs and matches them with appropriate resources
- Treats internal and external customers courteously
- Demonstrates a thorough knowledge of products
- Researches and locates new products when the need arises
- Monitors customer satisfaction by eliciting feedback from customers
- Considers both short and long-term interests of the customer in making service decisions
- Assumes ownership of customer issues and follows up on outstanding issues in a timely manner
- Creates strategies to help serve customers more effectively

Problem Solver: A problem solver identifies concerns, problems or potential areas of concern in a timely and accurate manner and resolves them effectively.

- Identifies problems (or potential problems) in a timely and accurate manner
- Breaks down complex problems into their fundamental parts
- Evaluates the many possible causes for a problem
- Asks meaningful and relevant questions to understand problems and potential causes
- Notices discrepancies and inconsistencies in information related to problems
- Analyzes costs, benefits, risks and chances for success of potential solutions

- Uses logic and methods to solve difficult problems with effective solutions
- Probes all fruitful sources for potential answers
- Proposes solutions and implements solutions
- Tracks progress and efficacy of proposed solutions
- Facilitates groups or teams through the problem-solving process

Team Player: A team player values his/her coworkers and works collaboratively with them to achieve organizational goals.

- Encourages, uplifts and motivates those around him/her by being authentic, inspiring, joyful and loving
- Values his/her coworkers and seeks to build healthy relationships with them
- Collaborates well with the entire team by exemplifying humility and flexibility
- Solicits and incorporates input from others
- Promotes unity (models and fosters relationships, celebrates diversity and resolves conflicts biblically and gracefully)
- Goes above and beyond job requirements, demonstrating a commitment to "do whatever it takes" to see the job/task through to completion
- Places the team agenda before his/her personal agenda

Custodial Technician

MINISTRY:
Campus Ministries

Standard-Bearer: A standard-bearer champions The Chapel's DNA, message, values and ministry approach, drives for excellence, lives a life of actively rediscovering God and inspires others to do the same.

- Pursues a vibrant, authentic and inspiring relationship with Christ
- Champions The Chapel's DNA, message, values and ministry approach
- Guards our DNA by identifying and correcting drift
- Tells stories that exemplify our DNA
- Embodies a tireless passion for advancing God's kingdom
- Owns a personal vision of and passion for spiritual awakening
- Models and inspires others toward a lifestyle of actively rediscovering God
- Drives for mission accomplishment and continuous improvement
- Leads ministry teams toward alignment to centralized strategies, processes and procedures
- Maintains ministry environments and materials to our standard of excellence
- Demonstrates full support of Chapel leadership

AVERAGE HOURS PER WEEK: Part-time, 20 hours per week

DAY/TIME: Flexible, based on needs of campus

CAMPUS: Libertyville

SUPERVISOR: Campus Facility Manager