

SUNSET CHURCH POSITION DESCRIPTION

POSITION TITLE: Lead Custodian (Ministry Host)

REPORTS TO: Facility Manager

STATUS: Full-time (40-45 hours per week, exempt)

PHILOSOPHY

Sunset Church is a community of people, connected to each other and committed to making disciples of all the nations — who are becoming transformed into the likeness of Christ. The Ministry Host must be committed to Jesus Christ and the work Christ is doing at Sunset Church, along with being in agreement with these values. The person in this position is expected to have spiritual integrity as well as loyalty and commitment to the staff and congregation of Sunset Church.

POSITION SUMMARY

Sunset Church's Lead Custodian will primarily be responsible for Sunset's custodial and set up needs. This person will spend evenings and some weekends making sure Sunset's facility is clean and ready for ministry events, as well as doing general maintenance and minor repairs. This person will be a high capacity worker with the ability to be highly productive in a number of important areas. The Custodian will have a sense of pride and ownership in the Sunset facility.

GENERAL RESPONSIBILITIES

- Show an exceptional servant heart and participate in Sunset's services and programs
- Have a "leaders eye" for improvements and potential challenges
- Have knowledge of best practices for care and maintenance of the site and facilities
Leader and manage the Ministry Host Team
- Has a keen sense of Hospitality to all ministry leaders and event attendees.
- Effectively manage various projects assigned by the Facility Manager while maintaining routine duties
- Perform various custodial duties (e.g., event set-ups, cleaning, and opening/closing procedures, etc.)
- Track time spent on various projects and services

SPECIFIC RESPONSIBILITIES

Room Setup

- Set up rooms for daily ministry and external events
- Clean up before and after ministry and rental events
- Be onsite facility presence during ministry and rental events
- Meeting the needs of ministry leaders and event coordinators
- Opening and closing rooms as needed
- Occasionally preparing coffee and setting up water service

Custodial

- Perform daily and weekly custodial tasks such as:
- Vacuuming, emptying trash and recycling, cleaning restrooms, restocking paper supplies, picking up trash & litter, kitchen cleaning, sweeping, washing windows, etc.

EMPLOYEE AT-WILL

Your employment with Sunset Church is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or Sunset Church, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of Sunset shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of Sunset employees.

The at-will employment status of an employee of Sunset may be modified only in a written employment agreement with that employee which is signed by the Executive Pastor, or the Chairman of the Board of Elders, of Sunset.

ACKNOWLEDGMENT

All job requirements in the job description provided indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Job descriptions are an overview of the duties, responsibilities and requirements of the position. Employees may be required to perform other job-related assignments as requested.

____ (initial) I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

REVIEWED BY:

| | |
|-----------------|-------|
| _____ | _____ |
| Employee | Date |
| _____ | _____ |
| Supervisor | Date |
| _____ | _____ |
| Human Resources | Date |