

**Custodian**  
**Cuyahoga Valley Church, Brunswick Campus**  
 Part-time position



**MINISTRY SUMMARY**

**Ministry Vision:** Inviting people to new life in Christ.

**Overall Ministry Objective:** Serving God through the ongoing operation and maintenance of the CVC Brunswick facility.

**Ministry Goal:** To serve Jesus and one another by maintaining the physical CVC facility in a God honoring way.

**POSITION DESCRIPTION**

**Principle Function:**

The custodian is responsible for the overall safety, maintenance and repairs of the building and grounds and the general preparation and set up of the rooms.

**Accountability:**

This position works with and is responsible to the Campus Pastor with a dotted line to the Pastor of Administration (Gregg Jacobsen) and the Broadview Hts. Facility Manager.

**Responsibilities:**

- Enthusiastically support the overall mission, vision, values and strategies of CVC.
- Ensures that the building and grounds are safe, clean, in-compliance, and ready to be used for ministry based on the facility usage schedule.
- Manages the custodial staff, including developing staffing schedules.
- Training and equipping the custodial staff, providing spiritual shepherding, providing oversight and encouragement, and monitoring performance, managing the staff to ensure that the workload.
- Works with internal ministry leaders and external ministries to ensure their needs are being met from a facility standpoint.
- Performs ministerial functions by being available during regular work hours to provide biblical direction, insights and encouragement to staff, volunteers, visitors and attendees as needed.
- Shepherds volunteers as they help to maintain, set up, use and tear down the facility.
- Works closely with the Campus Ministry Director and Central Facility Coordinator to understand room usage and room set up/preparation.
- Coordinates and assists in the room set ups (chairs, tables, AV)
- Develops the annual budget in conjunction with Campus Pastor and Pastor of Administration and manages monthly expenses to be at or under budget.
- Oversees the purchasing of the campus custodial and hospitality supplies.

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- Perform facility repairs – plumbing, electrical, painting, drywall, HVAC, etc.
- Secures competitive bids on any repairs that cannot be handles in-house and for major repairs (HVAC, parking lot).
- Performs cleaning and maintenance on the inside and outside of the building based on custodial staffing schedule, including:
  - general cleaning of rooms and offices
  - cleaning restrooms
  - vacuuming and shampooing carpets
  - mopping tiled floors
  - cleaning windows
  - snow removal
  - lawn/yard maintenance
  - general maintenance on the mechanical (HVAC) systems
- Coordinates and monitors outside vendors (e.g., snow plowing, pest control)
- Ensures that CVC is in compliance with the regulatory agencies (e.g., back flow inspections, fire inspections) (Agencies: EPA, City of Brunswick Hills, Medina County)
- Develops written procedures for all facility and custodial work processes.

**Suggested Skills and/or Experience:**

- Gifts – Helps. This position requires a “people person,” someone who is gifted in and enjoys interacting with and serving people “on the fly.”
- Skills – Thoroughness in general cleaning “handyperson” (cleaning, room set up, general fix-it). Must be able to lift 50 lbs.

**Estimated Time Commitment:**

Part-time position 10-12 hours per week. Work schedule will fluctuate based on facility needs. Need the flexibility to be able to work weekends, evenings, and holidays.

**How to Apply:**

Download our Custodial application, fill it out, and return it to CVC to the attention of Gregg Jacobsen. You can also pick up a copy at CVC’s Info Counter.