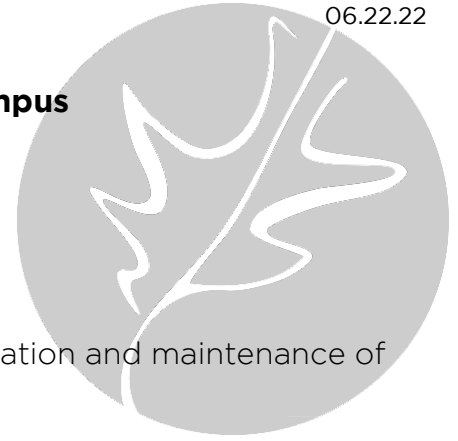


Custodian
Cuyahoga Valley Church, Brunswick Campus
 Part-time position



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 Brunswick campus, the building and grounds, and the general preparation and set up of the rooms.

Accountability:

This position works with and is responsible to the Brunswick Campus Pastor with a dotted line to the Broadview Hts. Facility Manager (Pete Trybus).

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.
- 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
- Works with internal ministry leaders and external ministries to ensure their needs are being met from a facility standpoint.
- Performs ministerial functions as needed or as the situation arises by being available to provide biblical insights and encouragement to staff, volunteers, visitors and attendees.
- Shepherds volunteers as they help to maintain, set up, use and tear down the facility.
- Works closely with the Campus Ministry Director and the Central Facility Coordinator to understand room usage and room set up/preparation.
- Coordinates and assists in the room set ups (chairs, tables, AV)

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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 8-12 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 Pete Trybus (ptrybus@cvconline.org // 330.802.3437). You can also pick up a copy at CVC’s Info Counter.