



NorthPoint Church

Custodian Job Description

Objective:

This position will primarily partner with the Assistant Facilities Manager to ensure room and event setup/teardown accuracy and punctuality. Secondly, this position will partner with stocking, cleaning and/or key carrying and nightly lockup duties.

Compensation/Status: Part-time/hourly, 5 (+/-) hours per week, agreed upon hourly rate (commensurate with experience) and/or Silver Cord hours, 1099/contractor status. Refer to the NorthPoint Employee Handbook for more details.

Key Responsibilities: The Custodial Intern is charged with:

- Room & event setup/teardown (tables & chairs etc...)
- Locking/unlocking facilities
- Occasional facilities/cleaning assistance (bathrooms etc...)
- Any other task deemed necessary and pertinent by either the Director of Operations or Assistant Facilities Manager

The Custodial Intern is NOT:

- Facilities or Assistant Facilities Manager.
- Security guard or enforcer of any kind.

Qualifications

This position requires a self-motivated person with basic communication and organizational skills. Being a self-motivated team player who can follow directions and instructions is of utmost importance. This position will require manual work during event/room setups that could include lifting/moving up to 100+ lbs. Punctuality and efficiency are non-negotiables as are a professional disposition, attire & hygiene. This position will be a key-carrier and will require the ability to understand alarm and security systems. Experience with custodial/cleaning work, grounds maintenance and team management/direct reports is preferred. This position will require flexible work hours.



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Relationships of the Custodial Intern include:

Reports to	Assistant Facilities Manager
Works closely with	Director of Operations, Community Center Lead, Admin and Facility teams, and community
Leads	N/A
Supports	Other ministry leads and church leadership

Success of the Custodial Intern is defined by:

- Accurate, timely, safe, and efficient room setups.
- Excitement and intentionality align with NorthPoint's mission, values, strategy, and impact of our church.
- Strong stewardship and integrity in pertinence to key-carrying and the thorough nature thereof.
- Facilities and Admin teams are communicated with and respected.
- NorthPoint staff and leaders are supported and encouraged.

To apply, please send your resume and cover letter to Tonya Amos –

Tonya.amos@northpointdsm.com