

### **Position Description**

**Job Title:** Ministry Facilitator/Janitor

**Status:** Part-time, 20 hours/week

**Supervisor Title:** Director of Finance and Facilities

**Date Prepared/Revised:** September 2020

### **Position Summary**

The ministry facilitator/janitor will be responsible for maintaining the church building and grounds along with supporting ministries as directed.

### **General Expectations**

- Contribute to Red Cedar Church's mission to lead people to a full life in Jesus Christ (John 10:10)
- Full devotion to following Jesus in all that you do.
- Regularly attend weekend services to grow in your own faith.
- Contribute financially to Red Cedar Church on a consistent basis.
- Fulfill all the requirements of the Red Cedar Church Employee Manual.
- Flexibility and a servant's heart.

### **Responsibilities**

- Perform all cleaning and regular preventative maintenance tasks in a timely manner to ensure Red Cedar is able to perform effective ministry and weekend services.
- Prepare church facilities for special use as needed, along with set-up and tear-down to support regular ministry activities and events.
- Work with Director of Facilities to recruit and lead a team of volunteers to help out with regular cleaning, maintenance needs, and set-up and tear-down needs of the church.
- Work with Director of Facilities to purchase and organize all maintenance and cleaning supplies and storage areas in and outside of the church.
- As able, perform repairs, build items, and complete various projects as directed and needed to facilitate ministry at Red Cedar.
- Prepare church building for weekend services by cleaning up and restocking common areas and restrooms before Saturday and Sunday services.

To apply, send resume and cover letter to [hello@redcedarchurch.com](mailto:hello@redcedarchurch.com). Applications can also be picked up in the church office or emailed upon request.

*\*\*The above is intended to describe the general requirements of this job. It is not intended to be an exhaustive list or duties, responsibilities, or requirements.*