Crossroads
BIBLE CHURCH

Position Title: Facilities Associate
Position Type: Part Time
Position Hours: 16 hours, Friday or Saturday and Sunday
Reports to: Operations Director

Purpose:
To assist in creating and maintaining a clean, safe, and welcoming environment that supports the mission of Crossroads Bible Church. This role ensures our building spaces are prepared for church services and ministry events, assists with setup and teardown needs and custodial services.

Qualifications and Experience

- Previous custodial or cleaning experience preferred but not required.
- Demonstrates reliability, strong work ethic, and attention to detail.
- Ability to work independently while stewarding time and responsibilities well.
- Physically able to lift 40–50 pounds and move chairs, tables, and equipment as needed.
- Displays flexibility to accommodate ministry events

Primary Responsibilities

- Clean and maintain restrooms, classrooms, offices, lobby areas, and worship spaces on a consistent schedule.
- Assist with setup and teardown of chairs, tables, and equipment for ministry gatherings, weekend services, and special events.
- Vacuum, sweep, mop, dust, and remove trash throughout the facility to ensure a high standard of cleanliness.
- Maintain entryways and high-traffic areas so that guests experience a welcoming environment.
- Monitor and restock cleaning and restroom supplies; communicate inventory needs to the Facilities Technician.
- Identify and report maintenance concerns, safety hazards, or repair needs promptly.
- Properly maintain and store cleaning equipment and supplies.
- Support occasional deep clean of building spaces.

Requirements:
a. Be a growing follower of Jesus Christ
b. Agree with the Crossroads Statement of Faith
c. Be able to set goals, implement process to meet those goals and manage time appropriately
d. Be a contributing team member, able to both give input and accept the input of other team members

Those interested in applying, please send your resume to jstowie@crossroads-bible.org.