



Job Description: **Facilities and Environment Coordinator**

The Facilities & Environment Coordinator is responsible for creating and maintaining a clean, comfortable, safe, and welcoming environment for all who gather at CenterPoint Church. **This role owns the responsibility to ensure that the building is 1) well-cleaned, 2) properly set up for ministry activities, and 3) continually improved through hands-on projects and upkeep.**

This role does not supervise staff but works closely with the Facilities team and church staff to support the mission of CenterPoint Church.

Primary Responsibilities

1. Cleaning & Facility Care (about 50% of time)

Provide routine and detailed cleaning services throughout the building, including but not limited to:

- Vacuuming and carpet cleaning/extracting
- Sweeping, mopping, and cleaning hard floor surfaces
- Cleaning and disinfecting restrooms (walls, fixtures, mirrors, sinks, etc.)
- Dusting rooms, furniture, equipment, fixtures, windowsills, and exposed ducts
- Cleaning and disinfecting high-touch surfaces (doorknobs, water coolers, etc.)
- Cleaning glass doors and windows
- Emptying trash receptacles, replacing liners, and disposing of trash properly
- Cleaning television screens and computer monitors
- Seeking out and performing non-routine or deep cleaning opportunities that improve the overall environment

2. Room & Furniture Setup (about 30% of time)

- Move tables, chairs, and furniture throughout the building to accommodate services, meetings, classes, and events
- Reset rooms according to schedules and ministry needs
- Ensure spaces are prepared, orderly, and ready ahead of use
- Maintain awareness of weekly programming needs and adjust setups accordingly
- Prepare spaces for special events as needed

3. Projects & Facility Improvements (about 20% of time)

- Perform building upkeep such as painting, patching, carpet care, and minor handy fixes
- Assist with specialized cleaning or improvement projects as needed
- Support facility projects in collaboration with facility staff
- Maintain janitorial closets, tools, and work areas in a clean, organized, and safe manner
- Order and manage cleaning supplies as needed

Grounds & Seasonal Responsibilities

- Remove debris from parking lot and walkways
- Assist with snow removal and salt application on sidewalks
- Water plants and perform light gardening as needed

Qualifications:

- High school diploma or equivalent.
- Can apply common-sense understanding to carry out instructions given in English; written, oral, or diagram form.
- Be conscientious and able to work independently (unsupervised).
- Be familiar with custodial equipment (e.g. hand and small power tools, ladders, vacuums, carpet cleaners, etc.).
- Be in good physical health (ability to carry weight up to fifty pounds up stairs; ability to climb and work from ladders; ability to stand walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity; able to breathe in the presence of cleaning supplies).
- Preferred: live within 10 minutes from campus
- Own a valid driver's license
- Pass background check

Schedule:

- 40 hours per week.
- Must be available for Saturday cleaning
- Other hours will be distributed through weekdays (to be determined with supervisor).

All Staff at CenterPoint are expected to:

- Work as part of a team and build up all ministries at CP.
- Be quick-paced.
- Have a servant attitude.
- Be skilled at administration and organization.
- Have a welcoming and inviting presence.

To apply, send resume to hiring@cpchurch.com