

**First Baptist Church of Universal City  
JOB DESCRIPTION**

*Revised June 2022*

**TITLE: Environmental Services Technician – 40 hour position**

**PRINCIPAL FUNCTIONS:** The church environmental services staff provides the important service of housekeeping and security of all church buildings, grounds and equipment. They are responsible for being available for any special activities as notified by the Environmental Supervisor and Business and Facilities Administrator.

**TRAINING AND EXPERIENCE:**

2 years of previous custodial experience desired.

**QUALIFICATIONS:**

1. Ability to lift up to 50 pounds, bend, stoop, climb and other strenuous physical work.
2. Flexible with work schedule to include evenings, weekends and holidays.
3. Ability to follow directions and to work independently to complete tasks.

**PERSONAL CHARACTERISTICS:**

The Church expects that the Custodial staff member will be:

1. A dedicated Christian who sees her/his job as a means of serving Christ.
2. Congenial and positive in outlook and able to represent FBCUC with friendliness.
3. A willingness to grow in faith and in this position as FBCUC grows.
4. A willingness to work with diligence and efficiency.
5. Organized and self-motivated.

**SPECIFIC DUTIES:**

1. Perform designated housekeeping functions are assigned by the Environmental Services Supervisor or the Business and Facilities Administrator.
2. Set up and reconfigure facilities for special events as scheduled by the church office.
3. Ensure that all buildings are secure and electric lights are checked and properly turned off or set upon completion of scheduled activities and housekeeping duties.
4. Perform some light maintenance tasks as required and assigned by the Environmental Services Supervisor.
5. Perform other duties as assigned by the Environmental Services Supervisor and/or Business and Facilities Administrator.

CONDITIONS OF EMPLOYMENT:

1. The employee is hired by the Business and Facilities Administrator and Environmental Services Supervisor in coordination with the Executive Pastor.
2. The employee serves under the supervision of the Environmental Services Supervisor who is responsible for job performance evaluations based on this job description.
3. The hourly rate is described in the Church budget.
4. This is a 40-hour per week, non-exempt, full-time position; normal weekly work hours will be assigned by the Environmental Services Supervisor.
5. Holiday and leave time is prescribed in the policy, "Employee Absence Policy".
6. Dismissal will be through the Personnel Committee upon the recommendations of the Executive Pastor, Business and Facilities Administrator and Environmental Services Supervisor.
7. The custodian should give two weeks notice when resigning.

**I have read and received a copy of my job description.** I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_