ENCOUNTER

Revised: 09/01/2026

6950 Ralston Street, Ventura CA 93003 | 805-656-7766 | encounterlife.org

Facilities Team Member

Part-time, non-exempt, varied hours per week, accountable to Senior Facilities Manager

OVERVIEW:

To serve the church by providing custodial and security services to the campus and buildings of ENCOUNTER.

RESPONSIBILITIES:

Custodial Duties.

Includes, but is not limited to: Cleaning rooms after use, setting up rooms prior to use, vacuuming carpets, mopping floors, cleaning bathrooms, cleaning sink areas and table tops, emptying and disposing of trash, dusting, occasional shampooing small areas of carpet, emergency clean-up of spills, and other duties as required.

Set-up Duties.

Includes, but is not limited to: Room layouts per Preschool teachers' requirements, relocation of chairs and tables, set-up of special events, relocation of furniture for office moves, help of volunteer set-up team as required.

Security duties.

Includes, but is not limited to: overall security of the buildings and grounds during your shift, securing and alarming the buildings when needed, keeping the campus secure when you are working in other areas and reporting all nonconforming activities and occurrences to your supervisor or the appropriate authorities

Other Duties.

- Keep your work areas (such as custodial closets) clean, neat and stocked with replacement products.
- Represent the church perspective to others, being able to communicate by your actions and work ethics, the Christian example.
- Be respectful of others' requests while not allowing them to be in conflict with your regular specific duties.
- Be on time for your shifts and communicate to your superior in advance if you cannot cover your shift.
- Attend meetings with the Director of Ministry Operations, upon request.
- Work closely with the Director of Ministry Operations in developing new ideas and improved ways to achieve your objectives.

Requirements.

- Be a current church member, or become a church member within 90 days of starting work.
- Works well with others, resolves conflict effectively and provides feedback constructively.