



**CROSSPURPOSE**

## **Campus Service Technician**

### **2024 Job Description**

#### **Scope and Position Responsibilities**

The Campus Service Technician is responsible for maintaining a clean, attractive, welcoming, and safe facility. The Campus Service Technician will interact with all staff and guests in a positive and respectful manner.

**Department:** Facilities

Supervisor: VP of Campus Operations

Direct Reports: 0

Indirect Reports: 0

#### **Major Areas of Responsibility**

- Perform all aspects of facility cleaning, indoor and outdoor
- Ensure that the entire facility is in “ready to receive guests” condition at the end of every shift, monitor and report ‘Building Readiness Score’
- Restocking paper and soap products, maintaining supplies inventory
- Light maintenance and repairs
- Coordination of service providers and maintenance subcontractors
- Respond to the needs of the various groups that use the facility
- Host guest groups, and operate auditorium sound and lights (training provided)
- Fill in when the weekend Custodian is unavailable
- Room set up and tear down.
- Create a detailed list of cleaning and maintenance tasks, monitor and report on performance
- Other duties as assigned

#### **Qualifications**

- Prior experience preferred
- Knowledge of cleaning techniques and safety requirements, CDC recommendations
- Ability to perform light maintenance and repairs



## CROSSPURPOSE

- Strong positive attitude toward customer service
- Ability to work well with diverse people and groups
- Ability to lift over 50 lbs.
- Must have own vehicle for occasional errands
- Able to work fast and with limited supervision
- Employees must provide their own working laptop (PC or Mac) and smartphone, and be able to communicate via email and text messaging
- Demonstrate an active faith-based lifestyle

### Hours, Compensation, and Benefits

- **Hours:** 40 hours/week: Schedule to be determined.
- **Salary/Wage:** \$22.00 - \$24.00 per Hour
- **Performance Bonus:** Up to 5% of salary
- **Vacation & Personal Days:** 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties
- **Sick Days:** 6 days per year
- **Insurance Benefits:** Worker's compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.

---

Employee

---

Date