

JOB DESCRIPTION

JOB TITLE: Facilities Team Member
MINISTRY TEAM: Facilities Ministry
YOUR NAME: VACANCY (FACILITIES)
REVISION DATE: 3/21/2025 8:54:44



VISION/MISSION:

Our vision is to see NEW LIFE in JESUS all along our COASTLINE. Coastline is a community who gathers to LOVE God, groups to CONNECT together, and goes to LIVE on MISSION in our world.

ROLE SUMMARY

As a staff member you are responsible to nurture and develop this vision, mission and values of Coastline.

RELATIONSHIPS

DIRECTOR: Rob Gilliard

TEAM: Tadra Klein, Brad Harrison, Jimmie Ramirez, Colin Sheehan, Mary Davis

ROLE REQUIREMENTS

COASTLINE CULTURAL QUALIFICATIONS:

Calling, Character, Capability, & Chemistry (see Qualities of a Servant Leader, FirstSteps Book, and Employee Handbook for more info)

REQUIRED SKILLS/EDUCATION:

- Highly self-motivated and dependable
- Ability to lift 30+ pounds and perform physical labor
- Strong attention to detail (an eye for cleanliness and order)
- Flexibility to adapt schedule based on events and ministry needs
- Positive attitude and team-player mindset
- General knowledge of cleaning products, tools, and safety protocols
- Experience in facilities, custodial, or maintenance work preferred

ESSENTIAL FUNCTIONS & OBJECTIVES

- Supports the Vision, Mission, Values, Philosophy, Goals, & Objectives of Coastline.
- Adheres to Policies and Procedures in Performing Position Duties & Responsibilities.
- Attends & Actively Participates in Coastline Gatherings, Groups, Meetings, Events, Conferences, & Activities According to Position Responsibilities & at the Direction of your Overseer.

RESPONSIBILITIES INCLUDE, but are not limited to:

- Maintain a clean, sanitary, and organized campus across all buildings
- Daily cleaning of bathrooms, offices, meeting rooms, and common areas
- Keep bathrooms, staff kitchen, and supply closets fully stocked with paper goods and cleaning products
- Set up and tear down rooms for groups, classes, and weekly ministry events
- Provide support for Sunday services, including trash, restocking, and facility needs
- Assist with campus-wide event preparation, setup, and cleanup (church and community events)
- Proactively identify areas that need cleaning or attention and take initiative to address them
- Support deep cleaning and maintenance projects under direction of leadership

RHYTHMS AND REMUNERATION

WEEKLY HOURS: 40

DESIRED PAY: To be determined based on experience.

I have read this Job Description, Understand the Functions & Objectives, & Agree/Commit to my position at Coastline.

SIGNATURE

DATE