



## JOB DESCRIPTION

**Position Title:** Campus Logistics Technician

**Campus:** Glendale

**Reports to:** Campus Pastor

**Status:** Part-time, Non-exempt, 20 hrs/wk

**Position Summary:** The Campus Logistics Technician manages their daily assigned tasks and physical activities (interior and exterior) of buildings and grounds of the campus to which they are assigned. They are responsible for all the campus needs including office and furniture moves, room set-ups, yard work, trash removal, general cleaning and completion of the daily duty lists as well as working with their supervisor to ensure quality appearance of the facility.

**This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.**

### Responsibilities:

- Lock-up and arm/disarm building alarms as required
- Perform room set-ups to include furniture moving to support events, meetings and other functions
- Clean assigned areas of the campus as required through assigned task or duty list including inside and outside trash
- Clean assigned areas using scrubbers, wet mops, brooms, blowers, vacuums, power washers, hoses
- Trim low hanging or fallen tree branches and keep lawn green and attractive using mowers, trimmers and other yard equipment.
- May be asked to use cleaning chemicals i.e. bowl cleaners, detergents, window cleaner, floor finishes
- Organize and lead a team of volunteers in helping to accomplish above responsibilities
- Other duties as assigned

### Knowledge, Skills and Experience:

- Strong work ethic
- Ability to have effective working relationships with people of varying skills and competencies
- Currently possess or able to obtain a valid Arizona Driver's License
- Experience doing maintenance work in similar type of environment preferred
- Detail oriented
- Excellent communication skills
- Able to multitask
- Excellent customer service skills
- Previous experience cleaning facilities
- Able to lift 40 pounds without assistance

### Competencies:

- **Action oriented** – Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
- **Situational adaptability** – Adapting approach and demeanor in real time to match the shifting demands of different situations.
- **Customer focus** – Building strong customer relationships and delivering customer-centric solutions.
- **Communicates effectively** – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.

**Role model in personal life:**

- Must align with the vision and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ, including participation in the Rooted discipleship program.
- Develop personal evangelism opportunities within and outside the Church.

**Model biblical integrity in all things:**

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Staff Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

**Physical Requirements:** This position is inside/outside. Must perform occasional lifting, carrying, pushing, and pulling of objects weighing up to 40 pounds. Talking, hearing, seeing, typing is required with occasional stooping, crouching, and reaching being necessary. Position requires approximately 75% standing or walking and 25% sitting.