Facility Support Specialist

CrossWay Community Church
Last Updated: October 2026

Mission of CrossWay

CrossWay Community Church exists to bring glory to God through the transforming of lives by the power of the gospel of Jesus Christ. Our passion is that all people find their satisfaction in God alone.

Position Summary

The Facility Support Specialist provides leadership and oversight for the care, maintenance, cleanliness, safety, functionality, and stewardship of CrossWay facilities and grounds. This position ensures that members, guests, staff, and ministry partners experience a clean, safe, welcoming, and well-maintained environment that supports the mission of the church.

Job Requirements

Because this position regularly interacts with CrossWay members and represents the church's values to the public, the employee must sincerely affirm and faithfully uphold the following convictions.

1. Guard and advance, without reservation, CrossWay's Statement of Faith
2. Pursue and promote CrossWay's mission alongside church staff and leadership
3. Actively support and model CrossWay's Defining Values
4. Functionally support CrossWay's understanding of biblical manhood and womanhood as outlined in our Statement of Faith
5. Actively promote unity among the staff and elder team by cultivating strong relationships and encouraging the contributions of others
6. Maintain with integrity membership in CrossWay Community Church

Qualifications

Spiritual Qualifications

- A clear understanding of the gospel and a growing relationship with Jesus Christ
- A demonstrated commitment to Christian maturity and spiritual integrity
- A cheerful and servant-hearted attitude toward church members, guests, volunteers, and staff

Professional Qualifications

- Self-motivated and able to work independently, identifying facility needs, taking initiative, and resolving problems effectively
- Strong organizational and time-management skills, with the ability to prioritize responsibilities, manage multiple projects, maintain accurate records, and meet deadlines
- Ability to communicate clearly and effectively with office staff, ministry leaders, volunteers, and outside vendors
- Willingness and availability to support church events and respond to changing ministry needs

- Working knowledge of facility maintenance, custodial practices, building systems, and basic tools and equipment

Primary Responsibilities

Facility Maintenance and Custodial Oversight

- Perform and oversee routine custodial cleaning throughout the facility
- Maintain equipment, furnishings, and facility systems
- Coordinate repairs and preventive maintenance
- Monitor and maintain supplies
- Maintain janitor's closet and storage area
- Ensure all spaces are ministry-ready each week

Grounds Maintenance

- Coordinate snow and ice removal
- Maintain lawns and landscaping
- Maintain grounds equipment
- Monitor outdoor lighting, signage, and appearance

Building Operations and Event Support

- Prepare and coordinate facility setup and teardown for ministries, events, and approved building use
- Serve as a liaison between approved building users and CrossWay staff and volunteers
- Be present at weddings, funerals, and special events unless other arrangements have been made
- Ensure building spaces are cleaned, reset, and ready for ministry use following non-ministry events

Safety, Compliance, and Vendor Coordination

- Coordinate with inspectors, contractors, and service providers
- Keep accurate maintenance records
- Recommend capital improvements and major repairs

Work Schedule

This position may be structured as either a full-time or part-time role, depending on organizational needs and the qualifications of the selected candidate. Work hours are flexible and will vary based on ministry events, facility usage, seasonal demands, and special projects.

Employment and Ministry Standards

The Facility Support Specialist is expected to understand and perform this role in accordance with the following CrossWay documents:

- CrossWay Employee Handbook
- CrossWay Bylaws
- CrossWay Mission, Convictions, and Commitments
- CrossWay Building Use Policy