

Custodial Supervisor Job Description



GRACE CHURCH VISION

We exist to glorify God by making disciples of Jesus Christ across the street and around the world.

POSITION STRUCTURE AND DETAILS

Reports to: Director of Facilities	Department: Facilities
Hours / week: 40 hours	FLSA Classification: Non-exempt, hourly
Direct Reports: 0	Indirect reports: 0

KEY DUTIES AND RESPONSIBILITIES

- Schedule, supervise, equip and direct custodial staff, volunteers, and contract labor to clean and keep all areas of the facility in order
- Responsible for scheduling custodial staff in the set-ups and teardowns of furnishings for all events
- Assign duties, inspect work, and investigate complaints regarding custodial staff, supplies and equipment and take corrective action
- Coordinate the functions of the custodial staff to ensure minimal disruption of scheduled programs and events with flexibility in work schedule to meet varied needs of ministry support
- Report any unsafe situations, actions or conditions affecting or attributable to the facility, staff or guests to the Director of Facilities
- Train custodial personnel on building opening and closing schedules, safety, and product process in line with best practices
- Serve staff members, the congregation, and guests with respect, customer service, and timely response
- Manage to the annual Housekeeping supplies budget and track effectively
- Other duties as assigned

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PROFESSIONAL AND SPIRITUAL EXPECTATIONS

- High school diploma or equivalent technical training and coursework
- 3-5 year's relevant custodial and supervisory experience
- Strong leadership and interpersonal skills
- Current on MSDS (Material Data Safety Sheet) requirements and the use of storage of chemicals used in custodial work
- Able to lift up to 70 pounds
- Working knowledge of security systems preferred
- Ability to communicate bilingually a plus (Spanish)
- Demonstrates a willingness and capability to learn the intricacies of maintaining a large facility
- Mechanical aptitude for routine equipment maintenance
- Ability to be flexible for night and weekend assistance, on occasion
- Exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior as evidenced by the manifestation of the fruit of the Holy Spirit
- Has a commitment to personal and active participation in the fulfillment of the Great Commission (Matthew 28: 18-20)
- Exhibits a lifestyle appropriate to a person in public Christian ministry by conducting life with the utmost integrity in all situations

COMPLETED BY:

Supervisor: Dale Nelson

Signature: _____

Date:

APPROVED BY:

Director of Operations: Sam Houston

Signature: _____

Date:

REVIEWED BY HR:

HR Manager: Kelsey Hallstrom

Initial: