



MINISTRY DESCRIPTION

Position Title: Custodial Supervisor	Department: Facilities
Reports to Position Title: Director of Facilities	New: 03/14/2018

- Full-time Part-time Contract
 Exempt Non-exempt
 Pastoral Ministries Administrative Ministries

POSITION SUMMARY:

The Custodial Supervisor shall be appointed by the Director of Facilities and the Director of Operations and is responsible to lead and guide other custodial staff.

GENERAL QUALIFICATIONS:

1. 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.
2. Has a commitment to personal and active participation in the fulfillment of the Great Commission. (Matthew 28:18-20)
3. For Pastoral Ministries Staff positions, the staff member is willing to become a member of Grace Church, regularly and consistently attending the weekend worship services and participating in the life of the church.
4. Has demonstrated skills in relating to and working with people, especially volunteers, church staff, the congregation and others, within a team environment.
5. Has demonstrated a spiritual capacity and heart willingness to view this ministry as being a ministry unto the Lord, by serving the body of Grace Church.
6. Compatibility with the Grace Church Mission, Vision, Values, and Priorities and a lifestyle appropriate to a person in Christian ministry.
7. Has a commitment to prayer, as evidenced in both corporate and personal prayer times.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

1. Minimum years of relevant experience: 3-5
2. Education: GED or High School Diploma
3. License/Ordination: N/A
4. Knowledge areas: General of all custodial
5. Flexibility for evenings/weekends: Yes No
6. Computer applications:
 Level: Expert Intermediate Novice/Beginner
7. Communications:
 Public Speaking Writing Telephone
 Small Groups Counseling

8. Management/Leadership Experience:yes
9. Other Skills: Ability to communicate bilingually (Spanish), works well with little or no supervision, works well under pressure, attention to detail, and demonstrates a willingness and capability to learn the intricacies of maintaining a large facility.

SPECIFIC QUALIFICATIONS, ESSENTIAL FUNCTIONS, AND RESPONSIBILITIES:

Essential Functions:

- Provide leadership during unique times of operations (evenings, special events, etc.)
- Provide comprehensive custodial support in all areas of maintenance and care.
- Church event support to include set-ups and teardowns.
- Scheduling staffing and maintaining supplies.
- Maintaining relationships with vendors, and contractors.

Secondary Duties:

- Assist in maintaining security for Grace Church properties.
- Responsible for handling all other duties that will be mutually agreed upon with the Director of Facilities.
- Attend to the daily maintenance needs of all restrooms.
- Maintain flooring and carpeting throughout the facilities.
- Office cleaning, including vacuuming and detail cleaning.
- Maintain all classrooms and meeting rooms.
- Light facilities maintenance and care, including vacuuming and detail cleaning.
- Provide custodial/maintenance support for church vehicles.
- Have a full understanding of the security system and be responsible for operating it.
- Thorough understanding of how to safely respond to security issues in general and uniquely to Grace Church.
- Will thoroughly understand opening and closing procedures.
- General custodial care as directed by the Director of Facilities.
- Able to lift up to 70 pounds.

REPORTING RELATIONSHIPS/NUMBER POSITIONS SUPERVISED:

Position Titles of Direct/Indirect Reports	Direct	Indirect
Custodians PT/FT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Total Direct:	5-7	Total Indirect
		10-15

COMPLETED BY:

Supervisor: Dale Nelson

Signature: _____

Date:

APPROVED BY:

Pastor of Administration: Sam Houston

Signature: _____

Date:

REVIEWED BY STAFF MEMBER:

Name: _____

Initial:

Signature: _____

Date:

REVIEWED BY HR:

HR Manager: Kelsey Hallstrom

Signature: _____

Date:

POSITION DESCRIPTION IS NOT LIMITING, BUT SERVES AS A GUIDE FOR PRIMARY RESPONSIBILITIES.