

Head Custodian

Job Description

Reports to: The First Church Business Manager.

Supervises:

Responsibility for supervision, oversight, training and performance evaluations of all other Custodians.

Primary Function:

Overall upkeep, maintenance and presentation of Church facilities, grounds and property supervision of custodians, staff, volunteers and vendors who help maintain the building, grounds and property; following good stewardship principles and for the purpose of carrying out the many ministry endeavors of the Church.

Responsibilities:

10. Provide a congenial and professional work environment supporting the entire church staff and their ministries.
11. Help visitors, whether inquirers, suppliers, guests, and members feel welcome and supported in their facility requests.
12. Supervise all part-time and volunteer custodial personnel, train them and provide written performance evaluation for paid custodians.
13. Support the worship services and other meetings as requested with set-up, sound, lighting, audio, video, and recordings.
14. Cleanliness of the church must be recognized as a high priority.
15. Specific responsibilities:
 - Assigned and direct the other custodian(s) as needed;
 - Rooms are properly arranged for various weekly meetings and special meetings;
 - All doors are locked each night before leaving or remind a responsible person remaining to complete the locking;
 - Sidewalks and entrances are clear of ice and snow;
 - Church rooms, including kitchen, youth rooms, Sunday School rooms, sanctuary and offices are cleaned on a regular basis, following a regular worksheet/checklist or instruction;
 - Waste materials are removed regularly;
 - Temperature control throughout the building is properly maintained;
 - Assure authorized vendors have access to the building to do the work required; maintenance of the church building and grounds is performed; adequate material and supplies are available; machinery is functional to do the work required; while being attentive to the church budget limitations;
 - Supplies are set out as necessary;
 - Assist outside groups with building use permits, especially those attending a wedding or funeral as needed;
 - Control to conform to the annual budget and approve expenses for custodial material, supplies and maintenance;
 - Control the hours of custodial assistants to ensure conformance to the annual budget account for custodian wages;
 - Annually make equipment and budget recommendations to the Business administrator, or his/her appointee, to properly support the custodial operation;
 - Meet all the required goals, deliverables and other duties assigned by the Business and Ministry Administrator.

Qualifications:

10. Wholehearted commitment to Jesus Christ as Lord.
11. Acceptance of, agreement with, and commitment to First Reformed Church's Core Values, vision, mission and strategy and the goals established by the church ministry staff.
12. High school graduation or life experience equivalent.
13. Knowledge of, and several years' experience using custodial techniques, supplies and equipment; experience dealing with trades, repair and contractor personnel and with general maintenance of building, tools and machinery.
14. Maintain strict confidentiality.
15. Possesses team-building, organizational and supervisory capability.

16. Ability to prioritize work requirements, meet deadlines and be flexible to handle special situations.
17. Able to relate with congregational members in positive ways, especially with constructive handling of requests, suggestions and concerns.
18. Efficiently managing personal time and that of those supervised, working effectively without direct supervision.