

Faith United Methodist Church

Job Description – Head Custodian/Facilities Manager

Job Title: Head Custodian/Facilities Manager

Reporting to: Office Manager

Work Schedule

Hourly – Full-time (40 hours per week – 52 weeks per year). Some overtime is possible.

Monday through Friday, 7:30am – 4:00pm

Purpose of Position

We are seeking a person to be responsible for the facilitation of overall cleaning, maintenance, appearance, security, and safety of church property. And just as important to us is that the person exhibits a mature Christian faith and heart to serve others and help create a warm, inviting environment. This person will regularly interact with those daily activities and events at Faith United, therefore, we want a person who has a desire and ability to work in a collegial, collaborative, and appreciative manner with the staff, volunteers, church members and guests.

Major Duties and Responsibilities

- Perform cleaning duties in order of priority. (Priority is established by the degree of uncleanness and the date and time that certain areas are to be used. See detailed list)
- Perform maintenance such as electrical, plumbing, painting.
- Report needed repairs or problems to the Office Manager.
- Monitor building service contracts – such as heating and cooling, fire alarms, fire extinguishers, pest control, etc.
- Assist with the finding and choosing of outside contractors and be available to advise and assist while on site.
- Maintain daily/weekly/monthly maintenance logs/records and provide monthly copies to the Office Manager and the Chairperson of the Trustees.
- Oversee use of heating and cooling systems.
- Check equipment and conduct tests on heating and cooling systems, hot water tanks, fire alarms, etc. (annual smoke detector test must be done on Saturday when building is empty. Change filters for heat / A/C units, clean A/C condenser coils every spring.
- Set up and take down tables, chairs and other requested equipment for meetings, activities and other functions.
- Set up schedules for major cleaning jobs, such as stripping and waxing floors, cleaning carpets, thoroughly cleaning rooms, in consultation with the Office Manager.
- Maintain an adequate inventory of all equipment, tools and supplies necessary to perform all custodial duties, may require trips to local stores (i.e. Sam's Club, Home Depot, etc.)
- Schedule annual Church Bus maintenance/inspection as required, schedule repairs as needed, and is responsible for training new drivers, maintaining records of all bus maintenance/repair/drivers list.
- Remove snow from sidewalks and entryways to allow safe entry and exit as needed. Use salt when necessary.
- Assist church staff and preschool staff as requested.
- Coordinate the daily schedules and oversee the part-time custodian's daily tasking In consultation with the Office Manager.
- Determine custodial coverage for weekend events as needed and in a fair and equitable manner. (opening/closing fee paid by outside groups to custodians)
- Open and close columbarium niches when needed.
- Building Security – unlock building and turn on lights daily as required to support scheduled activities.

- On an as needed basis coordinate and monitor the use of outside contractors for the Parsonage and assist and advise while on site.
- Arrange and oversee the annual floor care - strip and wax the floors in Family Life Center (FLC), Robinson, Wesley, hallways, and restrooms.
- Annually clean preschool classroom and office area floors/carpets in evening.
- Knowledge of church policies in general and Employee Handbook in particular.
- Attend weekly Staff Meeting as required and or as requested by the Pastor.
- Other duties as may be assigned by the Office Manager or by the Pastor.

Qualities, Knowledge and Skills

- Mature Christian faith
- Organizational skills
- Positive Relational skills
- Sense and awareness of keeping the facility clean, orderly, and hospitable
- Ability to work with and effectively communicate with church staff, members of the congregation, preschool staff, contractors, and other visitors/general public
- Ability to communicate ideas and directives clearly and effectively, orally and written
- Ability to listen effectively and actively
- Ability to lift 50 pounds, climb a ladder, and work with chemicals and disinfectants
- Ability to use Zamboni floor cleaner, carpet cleaner, and proper mopping technique
- Ability to read and understand verbal and written instructions, written warnings and labels.
- Ability to solve problems
- Ability to make repairs and adjustments to building systems, fixtures, plumbing, and equipment.
- Ability to learn proper use of materials and cleaning chemicals and the methods and practices for cleaning use and storage.
- Ability to exercise care in the use of cleaning materials for different types of building surfaces.
- Knowledge of heating and cooling systems and operations and how to make/program changes as needed
- Knowledge of electrical and plumbing repairs
- Knowledge of appropriate safety procedures
- Knowledge of proper handling, care, and storage of chemicals, and maintain a current file of MDS sheets.
- Knowledge of basic computer skills.
- Housekeeping skills and awareness of situations that need attention.

Education and Training

- Associate Degree in Building Maintenance preferred, or equivalent experience
- Minimum High School diploma or equivalent.

Salary Range - \$45,000 - \$47,000/yr

Reports to: Office Manager and Pastor