

Position: Head Custodian

Date Last Revised: March 29, 2019

GENERAL DESCRIPTION OF DUTIES

Under the direct supervision of the Parish Administrator, the purpose of the position is to perform and oversee day-to-day and long-term care, maintenance, and operation of all facilities and grounds owned by the congregation.

EXAMPLE OF ESSENTIAL FUNCTIONS

Perform and oversee repair and maintenance of all equipment, buildings and grounds.

Recommend to the Parish Administrator the purchase and replacement of maintenance equipment and custodial supplies.

Provide daily maintenance and cleaning where needed.

Meet on a daily basis with Parish Administrator to review needed maintenance work and purchase of supplies.

Assign work schedules for custodial staff.

Direct the work of custodial staff.

Present price comparisons and specifications of needed custodial supplies.

Do a weekly walk through of buildings with Parish Administrator to check condition and cleanliness.

Assist in the recruitment, employment, assignment, transfer, promotion, demotion, dismissal and evaluation of custodial and maintenance staff.

Maintain necessary records as required.

Implement and carry out a program of preventive maintenance and post a cleaning schedule for all rooms.

Understand and implement safety procedures.

Follow up with companies the church has service agreements with, to ensure their work is completed on scheduled days and times.

Ensure all facility certificates of inspections are updated and never expire I.e. elevator, boiler, kitchen suppression system, fire extinguishers, and smoke detectors etc.

Ensure proper set-up and tear down of classrooms and other facilities.

Ensure that parking lots are clean and well maintained.

Ensure that air condition and heating systems are well maintained and in good repair.

Schedule, coordinate, and carry out major cleaning projects with other staff members.

Provide emergency “on call” services.

Provide snow removal services on sidewalks and driveways as needed.

Attend meeting as may be deemed necessary.

Perform other duties as assigned.

Follow up and inspect delegated tasks and projects to assure they are completed and satisfactory.

MINIMUM TRAINING AND EXPERIENCE

Possess at least three years of general experience in the building or facility maintenance profession.

BEHAVIORAL EXPECTATIONS

To serve the congregation as an example of Christian conduct; to endeavor earnestly to live in Christian unity with the members of the congregation, fellow workers, and sister congregations in the Synod; and by the grace of God to do everything possible for the edification of the congregation and the up building of the church in Christ.

Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other areas within the organization in the spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness, and respect, and be mutually supportive with co-workers.