



JOB DESCRIPTION

Position: Custodian/Maintenance Supervisor **Reports To: Operations Manager**
Status: Full Time/Part-Time **Location: Onsite**
Work Days: Week Days, Sundays, Some Evenings,
Some Saturdays OR Specific Days

All candidates will need to have the following:

1. Excellent Reliability
2. Flexible Availability
3. Clean Background
4. Previous Supervisory Experience
5. Previous Custodian & Maintenance Experience
6. Attention to Detail

Position Purpose/Summary:

The purpose of the **Custodian/Maintenance Supervisor** position is to ensure that every area of the church facility is maintained in a superior working condition, organized, orderly, extremely clean and set up appropriately for ministry activities and worship services. The **Custodian/Maintenance Supervisor** supervises all housekeeping and Custodial/Maintenance staff. The **Custodian/Maintenance Supervisor** position attends to maintenance jobs throughout the church. The **Custodian/Maintenance Supervisor** is a member of the Custodial/Maintenance Team and is expected to assist in any capacity related to ensuring that the church facility is always in pristine condition.

Qualifications:

- A High School Diploma or GED.
- Must be at least 18 years of age.
- 2-5 years of supervisory experience
- 3-5 years proven work experience in relevant field.
- Knowledge of the use and application of commercial grade cleaning products.
- Knowledge of the use of commercial cleaning equipment.
- Knowledge of how to mop/wax large areas
- High level of time management skills
- Professionalism along with speed and attention to detail
- Ability to work independently and remain motivated.
- Conscientious sense of duty and unquestionable integrity.
- Possess good written and oral communication skills; must understand English.
- Must be in excellent physical and mental condition. Have good eyesight and hearing. Be able to walk for extended periods of time and able to climb and descend stairs.
- Work well in a team environment.
- Clean Background check.



Essential Duties:

- 1. Manage/Supervise Housekeeping and Custodial/Maintenance Staff**
- 2. Perform Light Maintenance Jobs**
- 3. Ensure All Aspects of Facility Are Well Maintained**
- 4. Secure and Supervise the Service Contractors**
- 5. Clean Church Facility**
- 6. Maintain Cleaning Supply Inventory**
- 7. Set Up For Ministry Events**
- 8. Active Participant of Operations Team**

Responsibilities:

- 1. Manage/Supervise Housekeeping and Custodial/Maintenance Staff**
 - Recruit, train, schedule and supervise all Housekeeping/Custodial/Maintenance staff members.
 - Recruit, train, schedule and supervise Housekeeping/Custodial/Maintenance volunteers, as needed.
 - Develop and monitor cleaning schedules.
 - Develop and monitor maintenance schedules.
 - Schedule Housekeeping/Custodial/Maintenance member to open building as needed.
 - Open and Close the church building, when scheduled.
 - Assist in completing performance evaluations of Housekeeping and Custodial/Maintenance Staff
- 2. Perform Light Maintenance Jobs**
 - Access all facility items that may require maintenance (plumbing, electric, painting, locks, furniture, kitchen appliances.
 - Perform maintenance on items that do not require vendor
- 3. Ensure All Aspects of Facility Are Well Maintained**
 - Develop, monitor and supervise the regular cleaning schedule.
 - Develop, monitor and supervise the deep cleaning schedule.
 - Ensure the boilers, HVAC, elevators are inspected and serviced appropriately.
 - Visually check and replace all burned out light bulbs and fluorescent tubes and will repair or coordinate repair or replacement of any toggle's switches, outlets, and fuses.
 - Fixtures should be cleaned whenever light bulbs are changed.
 - Conducted quarterly checks on emergency lights and replacement of backup batteries completed as necessary. Timers on exterior lighting should be adjusted quarterly or sooner if needed.
 - Responsible for appropriate climate control for all Church services, meetings and events to ensure comfort of guests.
 - Maintenance of all the equipment including changing batteries on thermostats and furnace filters are replaced as needed.
 - Inspect the building and complete minor painting, repairs, or adjustments as needed.
 - Arrange for carpeting to be cleaned as needed.
 - Conduct safety checks on pilot lights and burners in kitchens.
 - Accommodate Fire Inspector inspections when they occur.
 - Drain Broiler out every Monday during winter months



- Monitor areas daily for appearance, security, breakage or malfunctions.
- Report to Operations Manager items in need of repair (inoperative lights, broken windows, and doors, leaking sinks, urinals, commodes, broken fixtures, etc.)

4. Secure and Supervise the Service Contractors

- Research and recommend service vendors/contractors when needed to service and/or repair plumbing, electricity, boilers, HVAC, roof, painting, snow plows, landscaping, awnings, doors, etc.
- Monitor vendors/contractors when they are servicing an area of the facility.
- 'Consistently communicate to Operations Manager the status of all facility service projects.

5. Clean Church Facility

- Perform all daily, weekly, monthly, quarterly cleaning responsibilities.
- Clean and sanitize all rooms, offices, and areas of the church.
- Clean and tidy all areas to a high level standard of cleanliness.
- Deep Clean Bathroom sinks, toilets, counters.
- Vacuum hallways, chapel, sanctuary, pews, and offices.
- Clean glass, mirrors and windows.
- Dust and Polish furniture, window seals, and pews.
- Empty trash cans.
- Maintain equipment in good condition.
- Inventory Kitchen and keep clean and sanitary the banquet facility.
- Ensure all sinks, counters, and appliances are to be kept neat and clean.
- Ensure the floors are dust mopped and buffed, wet mopped and buffed as scheduled.
- Ensure tile floors are to be stripped and waxed as scheduled.
- Ensure restrooms are maintained and sanitized including plumbing fixtures, toilets, sinks urinals are cleaned and disinfected as scheduled.
- Arrange for all fire extinguishers to be checked and charged as required to meet all safety inspections.
- Empty trash as needed.
- Put all garbage in appropriate containers.
- Clean the garage and janitor closets annually or more frequently if necessary
- Record all areas serviced.

6. Maintain Cleaning Supply Inventory

- Maintain equipment in good condition.
- Ensure laundry is gathered, pick up and returned from laundry service.
- Maintain accurate supply inventory log.
- Order and pick up approved cleaning supplies.
- Assist with the cleaning and organizing of storage area.
- Ensure there is a current and accurate equipment log.



7. Set Up For Ministry Events

- Set up rooms per the Event/Room Request Form.
- Breakdown rooms after ministry events.
- Assist with ensuring rooms are set up.
- Assist in decorate tables and rooms, as needed.
- Hang sanctuary banners as requested.
- Set up advent wreath/candles as requested.

8. Active Participant of Operation Team

- Adhere to all Antioch Baptist Church policies and procedures.
- Participate in all staff meetings, trainings, retreats.
- Complete routine and standardized written reports as required.
- Performs any other duties assigned by the Operations Manager

If this application leads to a conditional offer of employment, you will be subject to pass an extensive employment and criminal background check in accordance with federal and/or state and/or local laws.

All interested applicants should submit letters of interest and resumes to:

Rev. Carla Jo Howlett

Operations Manager

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Cleveland, Ohio 44106

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