

## Beulah Presbyterian Church Job Description

JOB TITLE: Facilities Coordinator (Formerly defined as Head Custodian)

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| EMPLOYEE NAME: |  |                  |
| SUPERVISOR:    | Business Administrator                 |                  |
| PREPARED BY:   | <u>Carl Manganaro (w/Scott DeWitt)</u> | October 24, 2009 |
| APPROVED BY:   |  | DATE:            |

### POSITION SUMMARY

**Participate in and manage the general upkeep of buildings and grounds of the Beulah Presbyterian Church. Maintain the buildings, rooms and spaces therein in clean and orderly condition.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

**Clean and maintain buildings and grounds.**

**Supervise custodial staff.**

**(1) Major Activity:** *Must demonstrate a faith commitment.*

- Use the mission and philosophy of BPC in decision-making.
- When appropriate and as needed participate in special activities and functions of BPC and/or Ministry Teams.

**(2) Major Activity:** *Year round maintenance of buildings and property*

- Perform regular inspections of building and grounds, both inside and out.
- Regularly tour buildings to update list of tasks, needs, repairs, inspection, etc. Weekly tours to prepare weekly work schedules. All inspections for planning and preparation of maintenance and safety of the facility.
- Make repairs as able based on needs identified through inspections or by Buildings & Grounds Committee, or facilitate use of outside contractors for more advanced repairs
- Participate in on-going maintenance of all buildings and grounds

**(3) Major Activity:** *Cleaning and Maintenance of Beulah Property & Buildings, and Supervision of custodial staff (2-to-3 persons)*

- Coordinate, supervise and participate in cleaning of all church facilities.
- Coordinate, supervise and participate, as needed to set up church facilities
- Facilitate and supervise landscaping.
- Order supplies for cleaning, maintaining, and repairing building and grounds
- Maintain a monthly inventory of supplies
- Prepare a weekly cleaning task list to include cleaning of restrooms and rooms in preschool and extended care
- Submit a to-do list daily to custodians and maintain a file of lists and how time is spent

**(4) Major Activity:** *Security of building and grounds*

- Open and close the building daily (whoever is on duty: day opens, night closes)
- Raise and lower the flag daily (whoever is on duty: day raises, night lowers)
- Maintain orderliness and safety of custodial offices and storage areas

**(5) Major Activity:** Other Duties.

- Run errands as requested including bulk mailings to Post Office
- Collect monthly parking lot fees
- As assigned by supervisor

**I. EDUCATION/TRAINING: VO-Tech School education for electric, carpentry, plumbing, etc.**

**Experience in custodial/maintenance supervisory capacity.**

**II. MINIMUM QUALIFICATIONS: Act 33/34 clearances.**

**III. ANALYTICAL ABILITY (JUDGMENT/DECISION-MAKING):**

**IV. COMMUNICATION/CUSTOMER SERVICE SKILLS:**

**V. SUPERVISORY/MANAGEMENT SKILLS:**

**VI. PHYSICAL DEMANDS/WORK ENVIRONMENT:**

Overall strength for lifting 50-70 pounds.

Ability to handle vacuums, brooms, mops, and other routine cleaning equipment.  
Walking and stair climbing required.

Ability to work with other members of church staff, volunteers & church visitors.  
Some Saturday and Sundays work required.

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_