

Floor Supervisor

08/10/22

The Floor Supervisor plays a critical role in serving and strengthening ELPC congregational life and ministry by supervising the custodial and hospitality staff who care for and maintain the church facility and grounds, ensuring the safety of all members and community stakeholders using our church, and offering hospitality to all who enter our church, while working diligently to properly maintain and improve our physical facility.

The Floor Supervisor will supervise and coordinate the Custodial and Hospitality staff, to provide proactive and conscientious maintenance of the church facility and grounds, ever supporting the goals of hospitality and mission associated with the congregational life and outreach ministry of this church.

Job title: Floor Supervisor

Department: Facilities

Work Location: On site - East Liberty Presbyterian Church

Pay: The starting salary for this position will be \$39,630. This is a full-time, non-exempt position eligible for medical, dental, and vision benefits.

Reports to: Director of Facilities

Full-time

Non-Exempt

Essential Functions and Responsibilities:

MANAGING AND SUPPORTING STAFF

- Manager for custodial and hospitality staff
- Set and maintain clear expectations for all team members to successfully complete their roles
- Assist when needed to complete room set ups, cleaning needs, and repair projects
- Ensure team members have the resources and equipment needed to fulfill their responsibilities
- Provide regular feedback and support to team members so they are able to perform their best work, and complete annual performance reviews, observations, feedback, and training, for all team members
- Facilitate ongoing communication related to room set ups, cleaning needs, and repair projects carried out by staff
- Hold monthly meetings with the facility staff to align on expectations and ensure all facility needs are being met
- Ensure spaces are clean and ready to be used as needed in the church building and on church grounds each workday
- Coordinate and supervise set up of spaces for all events
- In collaboration with the Engineer and Facilities Director, ensure that the parking lot and sidewalks are free of snow and ice

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ADMINISTRATIVE

- Meet weekly with Director of Facilities to ensure all programming and set-up needs can be met
- Enter basic information into the ACS system

Position Requirements and Qualifications:

- A strong faith and character, personal and professional integrity, and a sincere commitment to building significant relationships with the church and community at large
- High school diploma or equivalent required
- 5 years minimum experience in commercial cleaning, with increased responsibility over time
- Proven supervisory and administrative skills
- Act 33/34 clearances – and any additional screening needed as per Child Safety Policies
- Comfort in working within a progressive congregation of the Presbyterian Church (U.S.A.)

Competencies:

- Able to work in a team and produce quality output under tight deadlines
- Punctual, reliable and must have strong verbal and written communications skills
- Exceptional attention to detail, prioritization, and time management
- Commitment to creating an equitable work environment

Physical Requirements:

- Must be able to lift and carry up to 40 lbs.
- Must be able to complete work that may include standing, sitting, reaching, and stretching

Disclaimers:

East Liberty Presbyterian Church is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, or sexual orientation.

As a church community, we strive for racial justice and peace. ELPC expects all of our employees to condemn systemic racism and speak out against any racist practices found in the workplace. Each of us plays a part in this process. This is a fundamental policy and this applies to all employees, applicants for employment, and contractors.

Please send Floor Supervisor Resumes and cover letter to: East Liberty Presbyterian Church, Director of Operations, 116 S. Highland Avenue, Pittsburgh, PA 15206-3911