

Madison Square Church Building Services
Co-Facility Manager - Custodial
Job Description

This individual will work in partnership with the Maintenance Co-Facility Manager, sharing the oversight and responsibility for supervision and upkeep of Madison's Facilities.

Primary responsibility will be supervision of the (Building Services) custodial team in the areas of staffing ministry use and the cleaning program

Classification Full Time, with benefits package

Supervised by: Executive Director of Ministry

Compensation: pay-range will be commensurate with demonstrated skill level

Hours: Full time hours with more or less based upon need.

Availability: evening hours will primarily be scheduled; daytime hours can and will be scheduled as required; **availability for Saturday and Sunday shifts will be MANDATORY, in rotation** with other staff.

Desired skillsets- the successful applicant shall have a demonstrated knowledge of or be able to:

Supervision

- Interview, select and train individuals for the custodial staff.
- Experience in supervision, oversight and scheduling of full and part time custodial staff.
- Ability to manage a team and to supervise employees effectively
- Communication skills regarding giving oral and written instructions, and providing written and/or verbal communication regarding work as required
- Communicate employee or facility concerns and make recommendations for resolution.
- With Maintenance CoMgr, Develops annual budget for grounds and buildings and manages expenditures accordingly.

Cleaning

- ♣ At minimum 3 years of documented experience in an Institutional setting performing Commercial-level cleaning (with specific, accurate references provided)
- ♣ The procedures, materials, machines, and techniques specific to this field
- ♣ Assess the needs of the facilities and assign tasks or procedures along with follow-up inspection and assessment
- ♣ Manage Inventory including supplies and equipment or machinery

Additional Skills

- Cross Cultural experience – able to work with and around persons of varied social and ethnic backgrounds
- ♣ With Maintenance CoMgr, provides fiscal oversight of Buildings and Grounds expenses.
- ♣ Self-starter and able to manage tasks with minimal supervision
- ♣ Work from written instructions, and provide written and/or verbal communication regarding work as required
- ♣ Maintain punctuality, arriving at work on time and ready for assigned tasks
- ♣ Manage people and tasks efficiently and effectively without excessive lost time
- ♣ The ability to MANAGE UP to Supervisor; ACROSS to co-managers, coworkers and peers; and DOWN to Building Service team members or Volunteers serving
- ♣ Lift 50 pounds

Additional Selection Criteria:

- A. **Faith:** Candidate demonstrates a deep love for Jesus Christ and His Church.

- B. **Skills:** Candidate has experience:
 - 1. Supervising others, able to delegate, and hold others accountable
 - 2. Building a healthy team where members are trained and developed so they can thrive.
 - 3. Serving and Leading others in a multicultural environment towards set common goals.
 - 4. Candidate has basic administrative skills for scheduling, managing payroll, maintaining supplies, etc.

- C. **Wiring:** Candidate possesses some of the following wiring attributes:
 - 1. Extrovert over introvert,
 - 2. Task, but with adequate people skills.

D. Spiritual Gifts: Spiritual gifts that lend well to this position include...

Leadership – The divine enablement to cast vision, motivate, and direct people to harmoniously accomplish the purposes of God.

References: Rom. 12:8, Heb. 13:17, Luke 22:25-26

Encouragement – The divine enablement to present truth so as to strengthen, comfort, or urge to action those who are discouraged or wavering in their faith.

References: Rom. 12:8, Act 11:22-24, Acts 15:30-32

- **Administration** – The divine enablement to understand what makes an organization function, and the special ability to plan and execute procedures that accomplish the goals of the ministry.
 - References: 1 Corinthians 12:28, Acts 6:1-7, Exodus 18:13-26

Understands and agrees with Madison Square's Mission, Vision, and Shared Values as stated in the Employee Handbook.