Shiloh United Methodist Church – 5261 Foley Rd. Cincinnati Ohio 45238 – www.shilohumc.com

Shiloh United Methodist Church is seeking an organized, energetic and talented candidate to fill this full-time position as ***Custodial and Facility Maintenance Supervisor*.**

**The mission of Shiloh United Methodist Church through the Spirit is to glorify God, develop disciples of Jesus Christ, and change the world.**

This position reports to: Board of Trustees (Chair)

This position is supervised by: Senior Pastor

Major Responsibilities

* Participate as an active member of the custodial staff, sustaining a clean, well-maintained building for visitors, members, participants and staff.
* Supervise the custodial staff:
	+ Work with the other custodians to maintain the cleanliness of all areas of the building as well as minor building and equipment repair and maintenance.
	+ Train and follow up on proper cleaning methods as well as use of all machinery required to perform their job properly.
	+ In partnership with the Office Manager and Senior Pastor, this position will coordinate the daily activity of the custodial staff, including the responsibility of administration (time sheets, vacation, evaluations, etc.).
* Maintain the building
	+ Perform reasonable repairs that are within the skill set of this position.
	+ In consultation with the Board of Trustees and the Office Manager, determine which repairs necessitate an outside vendor to perform.
	+ Contact and direct outside vendors in the repairs determined in the above responsibility.
	+ Primary on-call person for building issues (fire alarm, flooding, etc.).

Custodial Responsibilities: Working with the custodial staff, this position will be responsible for making sure the following are completed:

* Building
	+ Cleaning rooms and restrooms, hallways, and open areas
	+ Ensure Preschool classrooms are clean and ready for next day use
	+ Sweeping and mopping floors
	+ Buffing floors
	+ Cleaning windows and glass doors
	+ Stripping and waxing floors
	+ Maintain adequate inventory of janitorial supplies within your assigned areas
	+ Set-up and tear-down of tables and chairs for worship or other ministry events
	+ Assist with other ministry events as needed.
* Grounds
	+ Clearing entrances and sidewalks of snow and ice in winter
	+ Keep parking lots and lawns free of trash and debris

Maintenance Responsibilities for the Building AND Grounds – This position will be responsible for the following:

* + Partner with the Trustees for the care and development of the property resources entrusted to this Church by God
	+ Monitor building and grounds for potential problems and report same to Office Administrator
	+ Advise Senior Pastor and/or Office Administrator of any maintenance or custodial issues that require outside attention by the Trustees or an outside contractor
	+ Partner with the Trustees to perform minor maintenance and repair on building, grounds, and both indoor and outdoor equipment
	+ Cleaning of gutters and roof drains of debris

**Job Requirements:**

* Spiritual
	+ Professes Jesus Christ as Lord and Savior
	+ Commitment to personal spiritual growth and healthy lifestyle
	+ Considers this position a ministry, not just a job
	+ Models standards and expectations of staff members within Shiloh Church
* Education
	+ High School Diploma or GED
* Experience
	+ 1-3 years of progressive experience in custodial and facility maintenance
* Skills
	+ Ability to supervise and train subordinates.
	+ Ability to work during high and active building occupancy
	+ Flexibility to change work priorities quickly as directed by the Pastoral Staff, Office Administrator, or Trustees.
	+ Ability to function as the go-to person for visitors and lay workers during non-office hours
	+ Ability and willingness to climb ladders
	+ Ability to take charge during a severe weather or other emergency
	+ Ability to lift 20 pounds (chair and table set-up)
	+ Build and maintain a team environment and to create processes to accomplish stated goals