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