

JOB

DESCRIPTION



28986 SE Haley Rd Boring, OR
97009

P: 503-663-5050

F: 503-633-7760

POSITION TITLE:	Facilities Assistant Manager – Custodian
DEPARTMENT:	Operations - Facilities
SUPERVISOR:	Facilities Manager
TIME COMMITMENT:	40 hrs/week
CLASSIFICATION:	Exempt Salaried Senior Staff (40 hrs/wk) 3E

POSITION PROFILE:

This position at Good Shepherd Community Church exists to assist the Facilities Manager to develop, maintain and steward the facilities and property of Good Shepherd Community Church so that it is a safe, well-maintained, and welcoming environment for staff to minister and reach out in Jesus' name.

SKILL SET:

- Able to carry out delegated responsibilities
- Able to work in independently and in teams
- Scheduling
- A self-starter
- Flexibility; able to work in a constantly changing environment
- Good attention to detail
- Good oral and written communication skills
- Computer & software skills
- Servant's heart
- Able to stand and walk for prolonged periods of time and able to lift 50lbs

EXPERIENCE QUALIFICATIONS:

- Prefer 5 years of experience in custodial service supervision facilities management
- Prefer experience in managing staff and volunteers

DUTIES & RESPONSIBILITIES:

- Provide management and supervision of custodial operations
- Ensure buildings are clean, presentable, and ready for use
- Schedule work shifts and assign tasks to custodial crews
- Facilitate the custodial training program for all new custodial employees; provide ongoing training as needed
- Identify opportunities for improved custodial needs
- Perform building inspections to ensure the quality of work meets standards
- Consult with Facilities Scheduler regarding events and other programs as needed
- Oversee the set up and tear down of events
- Ensure the SDS safety procedures are followed and SDS records are kept up to date
- Routinely check and distribute supplies to ensure the continued performance of custodial team
- Provide performance feedback to employees
- Interview prospective employees with Facilities Manager
- Provides security awareness and team safety with locking of doors, setting alarms and securing property at the end of the day
- Submits work orders via work order system and completes work orders as assigned

SPIRITUAL RESPONSIBILITIES:

- Exhibits an authentic relationship with Jesus made evident by a Christ-following lifestyle
- Ensure all actions performed within the context of this job position accomplish and further the mission, vision, and values of Good Shepherd Community Church
- Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church elders

ADDITIONAL NOTES:

- Regularly to attend Good Shepherd Community Church
- Complete Ministry Certification, which will include a criminal background check, as part of hiring process
- Adhere to the policies, procedures, and code of conduct outlined in the Good Shepherd Community Church Employee Handbook

DISCLAIMERS:

Other duties may be added or changed as needed. This job description does not constitute a contract for employment.

PROPOSED APPROVED BY:	Andrew Hastings	DATE:	05/14/2024
REVIEWED BY:	Hilary McWold	DATE:	05/15/2024