

Grace Chapel

Job Description: Lead Custodian

Our Vision: (This is where we see God leading us)

We dream of generations, neighborhoods, and cultures transformed by the presence of Christ working through us.

Our Mission: (What we do to accomplish the vision)

We exist to build relationships with God and others and to broaden our impact for Christ.

Our Strategy: (How we live out the mission in order to fulfill the vision)

We live out a missional life through one of four expressed ways: as a family, in the workplace, as a small group, or as an activity group.

Our Objectives: (What we measure to get a pulse on how we are doing)

We measure our commitment to living out our vision, mission, and strategy through XCEL:

X – CRISTOS (CHRIST)

Cultivate intimacy with God and growth in Christ-like character.

C – COMMUNITY

Intentionally share our lives and spiritual journeys as we engage culture together.

E – ENGAGEMENT

Deliberately live among, listen to, and love people, connecting them to the family of Christ.

L – LEGACY

Model the life and mission of Christ in our homes, then with others.

POSITION OVERVIEW

Responsible for overseeing all aspects of:

1. Leading the custodial staff
2. The safety, cleanliness, and maintenance of the grounds, buildings, and equipment
3. Ensure the facilities support of the ministries of Grace Chapel

REPORTS TO: Stewardship Pastor

MEMBER OF: Operations Team

QUALIFICATIONS/EXPERIENCE:

1. A deep and growing relationship with Christ
2. Good interpersonal, people skills
3. Knowledge and experience in facilities maintenance
4. Experience with interfacing with contractors and vendors
5. Experience leading and overseeing paid staff

SUPERVISES:

1. Full-time and part-time Custodians

EXPECTATIONS:

1. Facilitate the maintenance of Grace Chapel facilities in a manner which honors and glorifies God and facilitates Grace Chapel ministry
2. Support outside usage of Grace Chapel facilities as approved by the Stewardship Pastor and Executive Team
3. Ensure people entering the church property are helped as needed and treated with courtesy and respect by the custodial staff
4. Serve as the emergency contact for facilities and be available on-call for facility needs
5. Meet on a weekly/regular basis with the Stewardship Pastor
6. Interface with the Receptionist and Stewardship Pastor concerning facility requests
7. Ensure custodial staff is scheduled to meet properly communicated ministry needs
8. Lead custodial staff to include scheduling and work assignments
9. Facilitate custodial staff to ensure completion of assigned tasks
10. Oversee church vehicles and van driving program
11. Aid and encourage custodial staff's personal and spiritual growth and development.
12. Attend monthly staff training and staff meetings
13. Living or willing to live a missional life
14. Attend Grace Chapel

LEADERSHIP RESPONSIBILITIES:

Personnel Development: Develop and supervise all direct custodial reports. Ongoing, direct responsibilities include input into hiring, organization, delegation and empowerment, and accountability for each direct report. In addition, oversight of personnel development including establishing clear expectations, ongoing evaluation and coaching, and a corresponding personal development plan for each person.

Team Member: Serves on the Operations Team abiding by the Team Operational Values and submitting to the authority of the Stewardship Pastor.

REQUIRED SKILLS:

1. **Organizational:** Setting and maintaining priorities while effectively integrating work efforts.
2. **Time Management:** Is able to plan and organize own use of time, meets deadlines, and doesn't have to continually rely on the last minute.
3. **Interpersonal:** Relating to colleagues in a considerate manner which shows dignity, respect, and understanding resulting in an effective and positive influence.
4. **Problem Solving/Decision Making:** Weighs alternatives and makes sound decisions in a timely manner, reaching competent, sensible, and valid conclusions, following a systematic pattern of logic.
5. **Communication:** Effectively communicate through formal and informal channels while determining which method is most effective given the situation.
 - a. **Written Communication Skills:** Present thoughts and ideas clearly and effectively (including appropriate and proper use of e-mail).
 - b. **Verbal Communication Skills:** Present thoughts and ideas clearly and effectively, both individually and to groups.

TEAM OPERATIONAL VALUES:

To bring glory to God, we abide by these team values:

Tapestry – Grace Chapel is founded on the vision Christ has revealed to us. As individual ministries, we serve together as our unique gifts are woven into that overall vision.

Team – You are not alone. Just as a rowboat needs all of its members to move forward, so does each ministry need and value each of its members as friends first and co-workers second.

Take Turns – No one person has all the answers, which is why we work in teams. On projects, take turns sharing and listening to each other's thoughts. If you are hurt or disagree on something, it is up to you to bring it to the table.

Trust – We can prove ourselves trustworthy by respecting what others share with us. Hold on to information shared until you have been given the freedom to share those thoughts with others.

Think – Ideas are valuable to every team. When an idea is thrown on the table, think about the possibilities it could bring to the project before moving to the next item on the agenda.

Taste – Just as everyone's taste for food is different, so is your taste for creativity. Embrace the differences in taste that your team members have; together, you may end up creating something delicious.

OPERATIONAL COMPETENCIES:

General Administration

Responsible for:

- Interfacing with the Receptionist to confirm facility scheduling
- Scheduling custodians as needed to cover facility needs
- Oversee church vehicles to include maintenance, keys, driver testing/lists, CDL drivers list, and monitoring of schedule

Communication

- To have a high level of quality and effectiveness of communication from church leadership to the staff, congregation, and the Grace Chapel community.

Financial Management

Responsible for:

- Aiding with the formation of the Facilities annual budget.
- Helping to manage the Facilities budget within set spending limits.

Human Resources

Responsible for:

- Ensuring all personnel practices within the custodial staff are in compliance with the Grace Chapel Employee Handbook.

Facilities Maintenance

Responsible for:

- Facilities Compliance – ensure compliance to facilities usage policies and procedures
- Safe, clean environment – be a steward of the facilities by providing a safe, healthy, and clean environment
- Oversee/complete/facilitate maintenance and repairs on buildings and equipment as needed
- Interact with vendors for supply purchases as needed.
- Oversee facility set-up for all scheduled activities to include monitoring calendar for conflicts
- Ensure grounds are maintained to include repairs, proper watering, grass cutting, landscaping, parking lot, snow and trash removal, etc.

EXTERNAL COVENANTS:

Commitments we make to those we serve to bring value and build long-term relationships.

1. Lead a lifestyle of integrity
2. Live a missional life