

Custodial Supervisor Position

Saint Rose is looking for a Full-time Custodial Supervisor who will be responsible for the effective, efficient, and safe upkeep of the church and school campuses.

Responsibilities include overseeing custodial staff, coordinating daily and weekly set up of events, creating cleaning schedules, scheduling minor repairs, purchasing supplies, working within a budget and assisting as necessary. This position reports to the business manager and works closely with the pastor, school principal and other staff. The Custodial Supervisor must have strong communication, general maintenance knowledge and problem-solving ability. A full job description can be found out www.saintroseonline.org. Please send resumes, cover letter, and references to Rob Hohler at hohler@saintroseonline.org.



POSITION TITLE: Custodial Supervisor
STATUS: Full-time Salary Exempt
REPORTS TO: Business Manager

POSITION SUMMARY

The Custodial Supervisor is responsible for the effective, efficient, and safe upkeep of the church and school campuses. Responsibilities include supervising custodial staff, coordinating daily and weekly set up of events, creating cleaning schedules, scheduling minor repairs, purchasing supplies, and working within a budget. This position reports to the business manager and works closely with the pastor, school principal, and other parish staff. The Custodial Supervisor has strong communication, general maintenance knowledge and problem-solving skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises, schedules, instructs, hires, trains, reviews and disciplines custodial and maintenance personnel.
- Maintains clean and safe storage and work areas and audits the condition of the campus regularly.
- Responds to emergencies such as but not limited to reports of unsafe conditions, cleanups, such as spills, downed tree limbs, and clogged drains.
- Coordinates the setup of parish and school events
- Maintains grounds of campus including snow and ice removal, mowing, leaf removal, trimming, weeding, aerating and fertilizing grounds.
- Maintains communication with appropriate parish, school, ministry, and vendor personnel.
- Have a working knowledge of Mass, Devotionals, and Liturgy related events that require special set up in church and or school.
- Coordinate all government required inspections and reports as they pertain to facilities and schools
- Negotiates and coordinates the purchase of supplies within budgetary guidelines verifying receipts and conditions of supplies delivered.
- Coordinates general custodial duties including but not limited to mopping, sweeping, stripping and waxing floors, changing light bulbs, emptying trash, and washing windows as needed.
- Operates custodial equipment, such as industrial sweepers, and uses a variety of cleaning and sanitizing agents in performing assigned tasks.
- Reports and repairs damage to school and church site properties.

- Assists with snow removal, cleaning, moving items & furniture, and other tasks as needed.
- Performs other related duties as assigned by supervisor

WORK SCHEDULE

The minimum workweek is 40 hours. Position requires on-call availability for emergencies, day time, split work times, evening, weekend and holiday hours.

EDUCATION LEVEL REQUIREMENTS

High School Degree Required. Bachelor's Degree desired.

JOB SPECIFIC REQUIREMENTS

- Must be able to read and have an in-depth knowledge of the Parish Employee Handbook.
- Must be able to manage time and meet all specified deadlines effectively.
- Must be able to distinguish sound frequencies, colors, and odors in the operation of equipment to recognize problems, safety issues and troubleshoot for repairs.
- Must be able to read, maintain, and utilize the Material Safety Data Sheet (MSDS) when using any chemical to perform job duties.
- Must be able to work in various adverse conditions such as tight or enclosed spaces, heights and temperature extremes, indoor or outdoor to complete work assignments.

GENERAL REQUIREMENTS

- Working knowledge and respect of the Roman Catholic Church.
- Two years of experience in an office setting performing administrative duties.
- Must be able to multi-task, prioritize work, resolve complex problems and take initiative.
- Must demonstrate a high level of attention to detail, quality, and accuracy.
- Utilize effective oral and written communication with team members, co-workers, employees, parishioners, contractors, and vendors to obtain and provide useful information.
- Demonstrate effective listening skills, ability to understand and respect others, influence and persuade others, and give/receive constructive feedback.
- Must have the ability to work independently and collaboratively with staff members and volunteers.
- Must have an intermediate level of computer skills, the ability to use other equipment associated with a general office environment, and the ability to use word-processing, spreadsheet, database, e-mail, and presentation software
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must display effective follow-through, time management, and organization.
- Must maintain the confidentiality of work-related information and materials.
- Must maintain professional behavior, hygiene, and appearance.
- Must successfully pass BCI/FBI background check before employment and every five years.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. While performing the duties of this job, employees are regularly required to stand; walk; sit; reach with hands and arms; feel temperature changes of cold and hot; climb and balance; stoop, kneel, crouch, or crawl; speak understandably; differentiate various sounds. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.