

## **Life Changers International Church Job Description**

Job Title: **Facilities Clean Team Supervisor.**

FLSA Status: Nonexempt

Dept: Facilities

Date: April, 2019

Reports to: Manager of Facilities

### **Job Summary**

This Position is responsible for supervising general cleaning and maintenance duties, including, but not limited to: vacuuming, mopping, trash removal, operating cleaning equipment, room set up and tear down, washing surfaces, building teams and overseeing volunteers.

### **Essential Job Duties**

1. Building the volunteer clean team. Inclusive of recruitment and training.
2. Utilize the facility checklists to ensure all weekly, monthly, quarterly, and annually tasks are completed.
3. Supervision of the facility cleaning support staff. Inclusive of scheduling.
4. Supervision of the facility cleaning volunteer support team.
5. Supervision of the facility community service program.
6. Responsible for the overall completion of tasks such as: vacuuming and mopping, emptying wastebaskets throughout the building, emptying all trash into dumpsters, scrub and buff floors with equipment provided on a weekly basis, classroom disinfectant and cleaning, washing of windows and other surfaces
7. Supervision of event set-up, room set- up etc. (including: tables and chairs)
8. Able to Handle lifting up to 30 lbs of furniture, equipment, and other items as required.
9. Be responsible for the unlocking/locking of facilities at the opening/closing of facility hours.
10. Other duties as assigned.

## Required Education, Knowledge, Skills And Abilities

- High school Graduation minimal — further education/certifications desired
- Must have a saving knowledge of Jesus Christ and have answered his call to the commitment of service. Must demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision and Culture. Attend services on Wednesdays and Sundays.
- Requires commitment to operate as a team, respecting the individual demands on others but never placing individual responsibilities above the goal of the team or the success of the church.
- Physical ability to stand or walk for up to nine hours
- Physical strength and ability to lift items weighing up to 30 pounds
- Possess good communication skills
- Ability to work independently with self-motivation and self-discipline
- Be able to work with cleaning chemicals such as bleach, ammonia, disinfectants, sanitizers
- Be responsible and able to work in confidential areas of the church, maintaining discretion and confidentiality
- Have a valid driver's license if asked to operate vehicles
- Ability to operate maintenance machinery (ie. floor cleaner, lift, carpet cleaner, etc.)
- Flexibility in hours required to work
- Trustworthiness and responsible for the facilities and security issues

*By signing, I acknowledge receiving and understanding this description and agree to perform the duties to the best of my ability.*

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Signature

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Print Name

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Date