JERSEY CHURCH

JOB DESCRIPTION for BUILDING SERVICES LEAD

Position
Building Services Lead

Hours
Full-time

Reports to
Facilities Manager

Direct Reports
Custodial Staff

Purpose
The Building Services Lead is a non-exempt (eligible for overtime) position with Jersey Church. The specific regularly scheduled hours and workdays associated with this position may include weekdays, weekends, evenings and holidays as required to meet the needs of the church's ministries. The Building Services Lead's schedule will be determined by the Facilities Manager.

The essential purpose of the Building Services Lead is to provide custodial care to the church owned buildings and surrounding grounds. Additionally, he/she will assist the Facility Manager in supervising and directing the Custodial staff and volunteers who assist in the cleaning of the church buildings and grounds. This document represents those duties that are essential to the Building Services Lead's ability to perform the duties of his/her position as well as other related duties. Additional duties and responsibilities may be assigned as necessary and directed.

Expectations
The Building Services Lead is expected to be a committed, practicing Christian with the ability to form and maintain positive relationships with church staff as well as adult, student and child members of the congregation and of the neighboring community.

The Building Services Lead is expected to be a highly motivated, self-starter who is able to work in a mutually respectful setting with other staff, lay leaders and volunteers.

The Building Services Lead must also have a demonstrated ability to foresee and proactively resolve problems within the area of his/her job-related responsibilities with a minimal amount of direct, day-to-day supervision. This ability necessarily requires demonstrated initiative, a desire for excellence, a positive work ethic and the flexibility to respond to needs throughout the accumulated church facilities. To do so requires good physical condition as well as the ability to lift heavy objects and climb ladders when necessary to complete tasks.

Main Duties & Responsibilities Include
- Monitor inventory and the ordering of products/materials
- Monitor task list of custodial team
- Assist with building security by locking and/or unlocking of the building
- Oversee that facility is cleaned and ready for all weekly events and activities

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Other Duties & Responsibilities May Include
- Vacuuming
- General cleaning
- Spot clean carpets and otherwise remove stains
- Sweeping and mopping
- Wash, clean, disinfect bathrooms, mirrors, and water fountains
- Dust
- Replace paper towels, toilet paper, soap, and hand sanitizers
- Gather and dispose of trash
- Set up chairs and tables for meetings and events
- Wash and clean windows inside and out
- Other duties as assigned

Performance Measurement
Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Executive Pastor and in harmony with the church's purpose, core values and annual leadership priorities.

Education Desired
- No formal education required

Physical demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, bending, lifting, balancing, walking, stooping, kneeling, crouching, crawling, and handling of materials.
- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Ability to lift/carry, up to approximately 50 pounds frequently, and occasional lifting/carrying of equipment weighing up to approximately 75 pounds may be required
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)

Other
- Conservative theological views
- In complete agreement with Baptist Faith and Message
- Alignment with Jersey Church vision
- Preferred member and regular attender of Jersey Church
- Must maintain confidentiality and trust in all church matters
- A background check and drug screen will be required