



FIRST FREE  
CHURCH

## Custodial Supervisor/Lead Custodian

Job Description

### Summary

The Custodial Supervisor is an important part of First Free and fulfills the mission by being an effective and valued partner of the ministries of First Free by providing optimal space for the disciple-making activities that take place on our campus.

### Accountability

This is a full-time, hourly (non-exempt) position of approximately 40 hours per week. The Custodial Supervisor is part of the Facilities team and reports directly to the Facilities Director.

### Responsibilities

#### Administrative

- Oversee the custodial staff, including scheduling shifts and assignments.
- Arrange the appropriate training of new custodial staff.
- Oversee scheduled daily, weekly, monthly, and annual facility cleaning operations as assigned to keep buildings clean and well maintained.
- Schedule heating and cooling equipment according to the schedule of the church calendar.
- Maintain kitchen supply inventories by ordering and stocking these supplies.

#### Custodial

- Assist with cleaning as needed.
- Move furniture, set up tables and chairs for regular and special church activities and programs as assigned and oversee the delegation of these services.
- Assist users of the facilities with any needs during the work shift.
- Work with the Maintenance Engineer to conduct routine and special maintenance operations.
- Assist with ground maintenance as directed.
- Assist with special projects as needed and assigned.

# Personal Qualifications

## Character and Commitment

- Demonstrates a genuine love for the Lord and other people with an authentic, transparent, Christ-centered lifestyle.
- Is committed to the vision, values, and beliefs of First Free Church.
- A team player with a positive attitude who can work well alone or with others.
- Able to train and develop the custodial staff.
- Support-minded, displaying a willingness to help others.

## Minimum Qualifications

- At least two years of experience in custodial work.
- High school diploma preferred.
- Proficient in GSuite
- Ability to do heavy lifting