

La Verne Church of the Brethren
La Verne, California

Position Description

Job Title: **Lead Custodian** Incumbent: Jeff Van Voorhis
Reports to: Pastor
Board Approval: February 8, 2011 Last Revised/Updated: March 2023

DESCRIPTION:

With an understanding and internalization of the mission of the church, the lead custodian manages daily operations related to maintaining the cleanliness of church facilities, including all buildings and grounds.

The lead custodian investigates and resolves issues and concerns related to general facility maintenance and security; coordinates custodial services in support of special events and activities; maintains a scheduled maintenance calendar, identifies items and areas needing repair or replacement and coordinates ongoing maintenance of the facility, and performs related work as assigned.

QUALIFICATIONS:

Education:

- High school diploma or equivalent, or any combination of education, experience and/or training that would likely provide the required knowledge, skills and abilities.

Experience:

- One year equivalent to a Custodian Lead position, or possession of a High School diploma and four years performing duties related to the care and cleaning and management of buildings and facilities
- At least one year in a lead worker capacity.

Knowledge & Abilities:

Knowledge of:

1. Principles, methods, and procedures of organization.
2. Methods, materials, and equipment utilized in a comprehensive cleaning and building maintenance operation.
3. Employee training needs pertaining to custodial work.
4. Requirements for maintaining an institutional facility in a clean, and sanitary condition.
5. Safe working methods and procedures.

Ability to:

1. Estimate accurately time and materials required in the conduct of a comprehensive custodial operation.

2. Plan, organize and coordinate a comprehensive cleaning and building maintenance operation.
3. Maintain a variety of files and records and prepare and present clear and concise reports.
4. Understand and carry out oral and written directions.
5. Communicate effectively, both orally and in writing.
6. Establish and maintain cooperative and professional working relationships with those contacted during the course of the work.

Essential & Representative Duties: -- Duties may include, but are not limited to the following:

1. Plans, coordinates and oversees the cleaning and repair of church facilities and grounds, including supervising part-time custodial staff;
2. Regularly reviews and inspects church facilities to ensure against safety hazards and to ensure that a standard of cleanliness is maintained;
3. Establishes and monitors supply and equipment inventories; ordering facility supplies according to standard operating procedures; researches and recommends acquisitions and equipment, as needed.
4. Performs minor repairs on small equipment and coordinates outside contractors in conjunction with the office administrator and Property Commission for repairs beyond skill set;
5. Attend monthly Property Commission meetings as a staff liaison, alongside of the church office administrator.

In consultation with the church office administrator and facilities team:

6. Determines day-to-day priorities;
7. Plans, develops, schedules and coordinates long-range facility cleaning and related maintenance programs;
8. Organizes and coordinates comprehensive and thorough cleaning activities on a periodic basis.
9. Determines special setup requirements to accommodate special activities and events.
10. Maintains the organization of facility keys in conjunction with the church office administrator.
11. Performs other related duties as assigned.

Working Conditions:

Work is typically performed in a variety of indoor and outdoor environments. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. "As with all positions requiring human interaction, challenging interpersonal exchanges may occur.

The lead custodian may be required to use a personal vehicle to conduct church business and must be aware of and follow the Employee Vehicle Usage Policy of the La Verne Church of the Brethren. Mileage reimbursement for use of a personal vehicle is provided.

The lead custodian is supervised by one of the co-pastors and is supported by the other co-pastor, church office administrator, kitchen and outside events coordinator and other staff members. As a visible presence for security, operations, and care of the LVCoB church facility, the lead custodian will also have regular interactions with congregation members, lay leadership, volunteers and visitors that may be challenging. Partnership with pastors and staff to resolve concerns or adjust processes as needed is essential to alignment with the culture and mission of LVCoB.

Physical Abilities

- Mobility: ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- Dexterity: must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- Lifting: frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds; occasionally lift items up to 75 pounds.
- Visual Requirements: close vision sufficient to read files, documents, and do close-up work; ability to adjust focus frequently.
- Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person.
- Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact.

This position description is not meant to be all inclusive of qualifications and responsibilities.

MISSION STATEMENT OF THE LA VERNE CHURCH OF THE BRETHREN

The La Verne Church of the Brethren continues the work of Jesus peacefully, simply, together.

WE create a Christian community, called by Christ to be inclusive, caring and peace-minded.

WE affirm that people of any race, ethnic identity, gender identity, sexual orientation, ability, age, economic status, faith tradition, or life situation are welcome in our congregation.

WE believe in compassionate service, stewardship of creation, respect for diversity and nonviolent reconciliation for differences among all people and nations.

WE seek to develop and manage our resources wisely through stewardship of our finances, meaningful and timely communications, proper upkeep and enhancement of our facilities and appropriate and responsible utilization of human resources.

WE claim no creed but the New Testament, as exemplified by the life of Christ.

WE strive to follow the way of Jesus.
WE invite others to join us on this journey.
Through these efforts, we seek to grow ever closer to the mind and heart of God.

My signature below acknowledges that I have read and understand the position as described above and will adhere to the La Verne Church of the Brethren's mission in carrying out my assigned duties. I also agree to read and follow the La Verne Church of the Brethren policies regarding computer, email and internet usage, child protection and employee vehicle use.

Incumbent

Date