

## CUSTODIAL SERVICES MANAGER

### GENERAL SUMMARY

The Custodial Manager is responsible for overseeing the cleanliness, maintenance, and overall readiness of all church facilities. This role ensures that the campus provides a safe, welcoming, and well-maintained environment that supports worship services, ministry activities, and community events. The Custodial Manager leads custodial staff, manages schedules, and coordinates with ministry leaders and operations teams.

### KEY RESPONSIBILITIES

#### **Facility Cleanliness & Presentation**

- Ensure all buildings (auditorium, classrooms, offices, restrooms, and common areas) are consistently clean and well-maintained
- Establish and maintain cleaning standards and procedures
- Conduct routine inspections of facilities to ensure quality control
- Prepare spaces for worship services, events, weddings, and funerals

#### **Team Leadership & Supervision**

- Train, schedule, and supervise custodial staff and volunteers
- Provide ongoing coaching, performance evaluations, and accountability
- Foster a positive, team-oriented work environment
- Manage staffing needs for regular operations and special events

#### **Scheduling & Event Support**

- Coordinate custodial coverage for weekly services and special events
- Work closely with church staff to support ministry needs and room setups
- Oversee room arrangements, including tables, chairs, staging, and equipment

#### **Inventory & Supplies Management**

- Maintain inventory of cleaning supplies, tools, and equipment
- Order and restock supplies within the approved budget
- Ensure proper use and storage of cleaning chemicals in compliance with safety regulations

### **Facility Maintenance Coordination**

- Identify and report maintenance issues (HVAC, plumbing, electrical, etc.)
- Coordinate with maintenance staff or external vendors as needed
- Assist with minor repairs and preventative maintenance when appropriate

### **Safety & Compliance**

- Ensure compliance with safety standards, OSHA guidelines, and church policies
- Maintain proper documentation for cleaning procedures and safety practices
- Promote a culture of safety among staff and volunteers

### **Budget Oversight**

- Manage custodial budget, including labor and supplies
- Monitor expenses and identify cost-saving opportunities

### **Skills/Abilities:**

- A strong work ethic and passion for cleanliness and organization
- Ability to lead and motivate the custodial team
- Strong attention to detail
- General working knowledge of the mechanical aspects of building administration
- A passion for excellence

**Education/Experience:** Janitorial or custodial experience preferred

**Position Status:** Full-Time - Sundays, some nights and weekends required

**Position Classification:** Non-Exempt

**Reporting Requirements:** Reports to the Service Programming Director

To apply, email Laurie at [laurievc@sunnybrookchurch.org](mailto:laurievc@sunnybrookchurch.org)