



# HILL COUNTRY BIBLE CHURCH | AUSTIN

## **JOB DESCRIPTION**

Job Classification: Exempt

**Custodial Team Lead**

Date: 5/5/16

### **OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:**

1. A clean and well maintained facility
2. Good working relationship with the Custodial Supervisor, all staff and ministry leaders and contractors
3. Teamwork

### **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

1. Assist in recruiting and hiring custodial staff
2. Cleaning and maintaining the facility
3. Oversight of custodial crews when the Custodial Supervisor is absent, and sub-teams when supervisor is present
4. Assist in training of custodial crew on use of chemicals, equipment operation and safety procedures
5. Assist in scheduling, directing and balancing workload between the day and / or night shifts
6. Assist with scheduling of work projects
7. Documentation of custodial issues and staff discipline for minor infractions and coaching to include reporting issues and infractions to the Custodial Supervisor
8. Time management
9. Provide input for ordering paper products and supplies
10. Assist with room transitions for meetings and special events
11. Operation of power equipment
12. Removal of trash
13. Cleaning classrooms, restrooms, auditoriums, gymnasium, glass and detail work as assigned
14. Respond, evaluate and secure emergency and non emergency situations
15. Knowledgeable of security of people, property and facilities
16. Recommendations of equipment purchases and custodial budgetary needs

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Commercial cleaning experience
2. Operation and maintenance of custodial power equipment
3. Wet cleaning
4. Dry cleaning
5. Safe use of chemicals and cleaning products
6. Knowledge of chemical and cleaning product use and practices
7. Computer Skills – i.e. electronic time clock, e-mail, Word, online ordering/searches, etc
8. Bi-lingual
9. Good communication skills
10. Self directed
11. Independent worker

### **CULTURE AND CLIMATE:**

1. Lifting of tables and chairs
2. 40 lb minimum
3. Physical capability to work each shift without restrictions