

Church Street United Methodist Church
Job Description -- Lead Supervisor, Custodial Staff
Reports to Maintenance Supervisor

MISSION: To provide on-site supervision and assistance to the custodial staff while performing specified custodial services.

RESPONSIBILITIES:

Work with custodians on different jobs to establish a good working relationship.

Develop a sense of team work among the staff through rotation of assignments and cross-training of all custodians.

Prepare work schedules for all custodial staff.

Develop job assignments that will require the staff to work together.

Daily review major areas of church to determine need for cleaning and maintenance.

Orient newly hired custodians to job responsibilities, work areas and job expectations.

Train all staff members in proper procedures to be used in safely performing required tasks.

Emphasize the need to provide quality cleaning in all areas of the church.

Emphasize the following job requirements:

- Be at work at your scheduled time

- No smoking on the job anywhere on church campus

- Smoking is allowed only during work breaks in employee's personal vehicle

- No visitation by friends during work hours

- No use of illegal drugs

Work with all members of the custodial staff when several people are needed to perform a specific task.

Assist with the custodial hiring process.

Correct, in a positive manner, job behavior that reduces job effectiveness and causes problems with other staff members.

When a work problem occurs that requires more than a reminder or is a repeat of poor performance, consult with the Maintenance Supervisor to determine the necessary action to be taken.

Purchase needed custodial supplies and material, maintaining an adequate supply of all items.

Replace light bulbs and perform basic fixture maintenance.

Change air filters and assist with some HVAC upkeep.

Help maintain exterior areas including entrances, sidewalks and other areas around the church as needed.

EDUCATION REQUIRED: High School Diploma

KNOWLEDGE AND SKILLS REQUIRED: At least one year of supervisory experience in manual work

HOURS OF WORK: 40 hours per week on a schedule determined with the Maintenance Supervisor. This is a non-exempt, hourly position, subject to Fair Labor Standards Act regarding overtime.

Updated August 28, 2026