

JOB DESCRIPTION

Title: Facilities & Custodial Manager
Reports To: Operations & Production Director
Status: FLSA Exempt
Prepared By: Jack Werner
Hours per week:40+

Ministry Class: N. Facilities & Grounds
Classification Grade: T-5
Approved By: Human Resources
Approved Date: 04/09/2025

Essential Organizational Core Values

The **Facilities & Custodial Manager** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader:** The Facilities & Custodial Manager is responsible for taking the leadership of all ministry functions they oversee and live out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Manager of the Facilities & Security Teams and Real Life Ministries Staff Team:** The Facilities & Custodial Manager has a responsibility to collaborate as a team member on their immediate team, the Real Life Staff Team as a whole to accomplish church wide objectives which would include the **Facilities & Custodial Team** objectives. This person is responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary: *The Facilities & Custodial Manager oversees the maintenance, safety, and cleanliness of the building infrastructure.*

1. Facilities and Grounds Operation (35%) 14hours

- Develop and implement strategies for maintaining the campus with an emphasis on proactive and preventative maintenance; to include and increase in our level of care of first impressions and appearance.
- Develop and implement a stewardship plan for the care of the buildings and grounds with a focus on providing an environment that is inviting, clean, attractive, comfortable, and safe.
- Develop and implement a plan for "in-house" maintenance rather than hiring outside services.
- Regularly inspect building and grounds and report current or potential future needs.
- Utilize a computerized maintenance management software to prioritize all work requests and orders; track and keep records of maintained assets; and for implementing a preventative maintenance schedule for all systems and equipment.
- Create, propose, and implement a master game plan for future costs of replacing or upgrading systems or equipment based on a projected "end of life" or needs that improve the efficiency of church operations.
- Evaluate the operations of facilities; and implement methods to ensure a "middle ground" between the comforts of Real Life Ministries' guests and cost savings.

- Develop and implement procedures to improve operations, minimize operating costs, and efficient utilization of labor and materials.
- Manage construction projects; seek bids and competitive and fair pricing; schedule and supervise contractors.
- Identify, Recruit, and Train volunteers to service, maintain, and upkeep grounds.
- Ensure volunteer team members for Facilities and Grounds are in a discipleship relationship with their team leader and are actively involved in a small group where they are growing spiritually.
- Oversees preparation and execution of budgets for the team.
- Oversees the process and procedure of kitchen maintenance and scheduling.
- Collaborate with and equip ministries in kitchen procedure and proper food handling.

2. Facility Operation Function (35%) 14hours

Custodial Duties:

- Cleans: Bathrooms, classrooms, hallways, stairs, foyer, restrooms, and office spaces.
- Sweeps, mops, scrubs, and vacuums: Bathrooms, classrooms, hallways, stairs, foyer, restrooms and office spaces.
- Empties trash and garbage containers and transports trash and waste to disposal area.
- Cleans and dusts furniture and equipment, Washes windows, door panels, and sills.
- Operate floor scrubbing machine, Replenishes bathroom supplies.
- Other duties as assigned per seasons.

Facilities and Equipment Maintenance Duties:

- Keep all lawn care and snow removal equipment clean and maintained in good working order.
- Able to maintain an attractive, comfortable, and safe buildings and grounds; so the members of our church are left with a good impression that we are taking care of and good stewards of our campus.
- Keep campus safe for guests and members including snow, deicing in the winter and safe turf in the summer.
- Able to perform the duties of repairing and maintaining of exterior and interior buildings, building component and system devices, structures; the care and maintenance of plants and grounds; and the preventive maintenance and servicing of equipment.

3. Facilities and Grounds Volunteer Team (10%) 4hours

- Create and maintain a volunteer culture that supports the maintenance of our facilities and grounds; and that supports the function of ministry events.
- Create as many serving opportunities as possible. Identify and connect people to those opportunities. Equip and release them for service.
- Create and maintain a culture of coaches who invest in volunteers to help them grow in their gifts and abilities.
- Remain innovative in team building. Pursue ways to stay relevant and think outside the box. Constantly seek to improve personal leadership skills and team building strategies.
- Oversee current setup and tear down teams along with the snow removal team.
- Ensure Real Life's Organizational Core Values are being lived out on your teams.
- Ensure the 7 Ministry Essentials are being lived out on the Facility Team.

Other Duties as Assigned

- Performs other duties as necessary to meet ministry needs. These duties may require additional hours beyond the standard work schedule. As an exempt employee, no additional compensation or compensatory time will be provided for hours worked in excess of 40 per week
- 4. Team Function (10%) 4hours**
- Works collaboratively with the Operations Ministry Leader on all aspects of Facilities, Grounds, and Security work, including in establishing and developing volunteer teams and team leads.
 - Coordinates effectively with volunteer teams to ensure the efficient running, maintenance, and security of North Campus.
 - Have a friendly team player disposition.
- 5. Real Life Staff Relations (10%) 4hours**
- Collaboratively work with Real Life Staff to ensure the Facilities and Grounds Team is effectively supporting Real Life ministry functions.
 - Proactively engage with Real Life Staff to identify how to better support them.
 - Have an infectious positive attitude while interacting with Real Life Staff.
 - Participate collaboratively in staff workgroups when appropriate.

Personal Ministry Plan

- Responsible for having, and living out, a Personal Ministry Plan.
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on the team, including volunteers.
- Must live out Real Life's Organizational Core Values.
- Values and abide by the expectations of being a member of the church found in our 101 and 301 classes.
- Work with our church congregation in a way that glorifies God through involvement in Weekend Service attendance and a Life Group.
 - In weekend services – oversee volunteer participation (friendliness, recruiting, attendance).
 - Be visible and a model for your volunteers to follow (friendliness, cooperation, availability).

Qualifications and Required Skills:

- Able to work in a way that is fast, reliable, and versatile.
- Strength and endurance to perform multiple tasks in the functions of the job include: adapting to changing work priorities; displaying basic mechanical aptitude; meeting deadlines and schedules; and setting priorities; lift, carry, push, pull or guide up to 50 pounds individually or more than 50 pounds with assistance.
- Handyman: Must know how to perform a wide range of repairs. These tasks include trade skills, repair work, maintenance work, are both interior and exterior, and are sometimes described as "side work", "odd jobs" or "fix-up tasks". Specifically, these jobs could be light plumbing jobs such as fixing a leaky toilet or light electric jobs such as changing a light fixture.
- General Maintenance: Must know how to perform basic tasks involved in the upkeep of grounds, exterior structures, buildings, related fixtures, and utilities; and demonstrate basic understanding of blueprints and schematic drawings. Tasks range from minor to major, from unskilled to highly skilled, and include painting, drywall repair, remodeling, minor plumbing work, minor electrical work, carpentry, sheetrock, crown molding, vehicle maintenance, and furniture assembly.
- Inspections: Must know how to proactively and routinely perform visual examinations and operational tests of buildings and grounds functions; to determine the need for, and performance of, repair work.

- Equipment & Vehicles: Must know how to operate forklift, man-lift, tractor front loader, snow and ice removal tools and equipment.
- Mathematics: Must know how to perform simple calculations using “shop math” for linear, spatial and volumetric measurements; and calculate estimation of costs of projects; and must know how to determine most economical materials and equipment for use in repair or replacement activities based on maintainability, sustainability and life cycle costs.

Real Life’s Core Competencies, as defined in our 3 C’s document, necessary to succeed in this role:

Initiative: The expectation to take action and next steps independently of others’ instruction for the betterment of the whole.

Adaptability: The expectation and resilience to flex and adjust your perspective, approach, and/or plan in consideration of new information, challenges or opportunities with a positive attitude.

Recruiting: The expectation to identify, recruit and activate people to a specific vision and or task. This means having the courage to invite, utilizing good people skills, casting vision for their role and giving clear steps to getting involved.

Coaching & Developing: The expectation to identify how someone has been designed by God and intentionally investing in them so they can continue to grow in their walk with God and in His giftedness in them. This includes assessing where they are at, building a growth plan, laying out next steps, giving opportunities for them to try new things and celebrating wins along the way.

Problem Solving: The expectation to work through challenges to find effective solutions. This involves being able to identify and define a problem, generate alternative solutions, evaluate ideas, select the best alternative, and then implement to resolve the problem.

Spiritual Aspects of Job Requirements:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.
- A shepherd’s temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries’ Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.
- Able to strive and hold to be true *Real Life Ministries’ Core Beliefs*.
- Character to be known as and defined by *Real Life Ministries’ Core Character Values*.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands and arms to handle, feel and reach. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, or crouch. Must regularly lift and/or move up to 10 pounds, frequently lift and/or

move up to 25 pounds and occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Work Environment

- While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering: Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____

Date_____