



Facility Team Leader

Job Description

7/5/2023

Job Summary

Responsible for leading, equipping and empowering the custodial staff through personal example, coaching and training. Also responsible for making sure the building is ready for ministry events and outside rentals.

Supervisor: Facilities Director

Leadership

- Carries out the vision and mission of Warsaw Community Church through empowering staff and volunteers.
- Holds effective one on one conversations and conducts reviews with direct reports.
- Equips and empowers volunteer and staff teams to ensure facility cleanliness standards are met for the church.

Custodial Team

- Encourage, direct, and oversee custodial staff to ensure all regular, periodic, and special custodial needs are accomplished.
- Lead, Equip and Empower volunteer teams that contribute to custodial work.
- Maintain and manage custodial supplies and equipment including the use of subcontractors when applicable.
- Actively participate in the weekly cleaning of the building and implement best practices.

Building/Event Setup

- Work with ministry leaders in meeting their facility set up and usage needs.
- Meet with facility team weekly to help plan and facilitate events and ensure that rooms are prepared properly for each event.
- Develop, encourage, and train facilities set up volunteer teams and team leaders.
- Work with all support ministries to coordinate hosting outside rentals.