

## Staff Position at Grace Bible Church, Bozeman

Grace Bible Church is receiving applications for the position of **Senior Custodian**. This will be a staff position with responsibilities delineated in the job description below. Applications are available in the office or may be downloaded from: <http://www.gbcmf.org/jobs>. Each application needs to be accompanied by a letter of introduction, driver application, consent for background check, personal testimony and resume which should include work experience, school experience, ministry experience, computer skills and references. Applications may be sent to Grace Bible Church, 3625 S. 19<sup>th</sup> Avenue, Bozeman, MT 59718 - Attention: Administrator. Please pray the Lord will give the Board wisdom as they go through the interview process with applicants. *The Personnel Committee will begin screening applications received by October 17, 2011.*

### GRACE BIBLE CHURCH

# Senior Custodian

• Job Description - Deacon Approved September 30, 2011 •

**Title:** Grace Bible Church Senior Custodian

**Purpose:** Responsible for the operation and maintenance of the Grace Bible Church facilities. The Senior Custodian shall supervise the custodial staff to make sure the operation and maintenance of the facilities runs smoothly, thus allowing the ministries of Grace Bible Church to function without distraction.

#### Qualifications:

- 1) Personal Character
  - a. Has a personal relationship with the Lord, Jesus Christ
  - b. Subscribes to Grace Bible Church's Statement of Faith and demonstrates effort toward sanctification
  - c. Personally commits to the Grace Bible Church Constitution
  - d. Able to maintain confidentiality, not given to gossip
  - e. Personal and family lifestyle consistent with a godly character
  - f. Will become a member of Grace Bible Church within 180 days, the probation period, if not already a member
  - g. Works well with others, a team player
- 2) Minimum requirements
  - a. Must have basic mechanical, plumbing and electrical skills
  - b. Must be able to operate and maintain diverse types of equipment, including but not limited to auto/tractor/snow removal/grounds (including sprinklers)
- 2) Minimum requirements (continued...)
  - c. Must have (or be willing to obtain) a low-pressure boiler license
  - d. Good physical condition; some heavy lifting required
  - e. Excellent people, communication and organization skills
  - f. Basic computer skills
  - g. High school diploma or equivalent
  - h. Two (2) years of experience in a similar position
  - i. Past supervisory experience
  - j. Ability to maintain confidentiality of all matters relating to church affairs
  - k. Self-motivated, flexible, a problem-solver and can perform a wide variety of tasks as assigned by the church Administrator
  - l. Relies on experience and judgment to plan and accomplish goals
  - m. A certain degree of creativity and latitude is required
  - n. Valid Montana drivers license
  - o. Insurable under Grace Bible Church's liability policy
  - p. Sign and abide by Grace Bible Church's Employment Policy
  - q. Must pass a Grace Bible Church background check

**Reports to:** Grace Bible Church Administrator

#### Terms:

- 1) 12 month salary (DOE - \$30,000 - \$40,000 compensation, plus an excellent benefit package) which will be reviewed at the end of each calendar year along with a performance review
- 2) Exempt employee
- 3) Full-time, permanent position. ~40 hours per week
- 4) Benefits and conditions of employment as outlined in the Grace Bible Church Employment Benefits Policy. The Grace Bible Church Employment Benefits policy may be modified from time-to-time
- 5) A new hire/employee shall be placed under a 180 day probationary period

#### Typical Duties (may include, but not limited to the following):

- 1) Develop and implement maintenance and operations programs for all facility systems
- 2) Perform all warranty requirements on equipment
- 3) Schedule and oversee annual testing of equipment as required by code, law or the Administrator (fire/security/elevator/etc.)
- 4) Prepare the annual Maintenance and Operations budget for the Board's review and final approval
- 5) Review and approve all Maintenance and Operations related invoices, purchases, etc.
- 6) Perform basic troubleshooting on all systems that have failed before calling a contractor for repair
- 7) Perform custodial and janitorial duties as required
- 8) Supervise other custodial staff
- 9) Prepare weekly task sheets for self and those supervised
- 10) Conduct inspections of facilities and recommend repairs and upgrades when needed
- 11) Schedule all lawn mowing, watering, tree pruning,

maintains leaves, plants, flowers, trees and shrubs as needed and perform these duties as required

- 12) Coordinate, schedule and perform snow removal on sidewalks in order to keep them cleared as much as possible during the winter months
- 13) Train custodial staff on proper equipment usage and maintenance
- 14) Coordinate and oversee all contractors required for maintenance and operation of the facility as deemed necessary by the Administrator
- 15) Attend staff meetings and any other meetings as directed by the Administrator
- 16) Perform such duties as reasonably assigned by GBC's Administrator, as may be qualified to do