



13500 Royalton Rd.
Strongsville, OH 44136
www.strongsvilleumc.org
440.238.6135

Facilities Manager / Head Custodian

Job Description

Position Overview

The Facilities Manager/Head Custodian at Strongsville United Methodist Church is responsible for maintaining the cleanliness, safety, and functionality of the church building and grounds to ensure a welcoming environment for worship and ministry. Core responsibilities include Janitorial Services, Maintenance, Program Support, Administration, and additional duties as assigned. This role is a hands-on working manager, responsible for personally performing custodial and maintenance work while providing day-to-day direction to weekend custodial staff and coordinating vendors. The Facilities Manager sets a flexible schedule to meet operational needs.

Primary Accountabilities

Janitorial

- Perform routine and event-based cleaning according to facility usage and priorities
- Clean, sanitize, and restock restrooms
- Maintain floors (sweep, mop, scrub, vacuum; periodic deep cleaning and sealing)
- Empty trash and recycling throughout the building
- Clean windows, furniture, fixtures, water fountains, and high-touch surfaces
- Maintain kitchen cleanliness per established schedules

Maintenance

- Conduct minor repairs and adjustments to HVAC, plumbing, and electrical systems.
- Repair minor damage to furniture and building, including touch-up painting.
- Remove snow from sidewalks and control ice.
- Conduct seasonal replacements and resets, such as light bulbs, filters, and timers.
- Assist Trustees and contractors with major maintenance projects.

Program Support

- Clean and prepare worship spaces for all services and activities.
- Set up and tear down tables, chairs, decorations, and equipment for events.
- Move furniture and supplies.

Administration

- Coordinate vendors and service providers; be present for scheduled work when required
- Maintain documentation for inspections, service visits, and major maintenance
- Report needs for major repairs or upgrades.
- Procure supplies, equipment, and materials through timely and cost-effective purchasing.
- Oversee organization of storage areas.
- Ensure major and minor cleaning projects occur with scheduled frequency. Suggest revisions when needed.
- Provide direction for weekend custodial staff.
- Communicate respectfully and promptly with staff, trustees, and vendors
- Proactively collaborate with Office Administrator for event needs

Safety & Compliance

- Follow all safety procedures related to chemicals, equipment, ladders, and power tools
- Maintain familiarity with SDS sheets and safe handling requirements
- Support compliance with fire, building, and occupancy codes
- Report safety hazards or incidents promptly
- Follow building security procedures

Other Responsibilities

- Attend monthly staff meetings.
- Perform additional duties as needed.

Reporting Relationship

Reports administratively to the Office Administrator and works in close collaboration with Senior Pastor and the Board of Trustees on facilities priorities.

Qualifications

- Knowledge of cleaning standards for churches or similar facilities.
- Ability to operate cleaning equipment such as buffers and vacuums.
- Work involves frequent standing, walking, bending, lifting, and exposure to cleaning chemicals and outdoor weather conditions; occasional ladder work.
- Strong interpersonal and communication skills.
- Ability to work independently with minimal supervision on-site
- Willingness to work non-standard hours.
- Preferred: At least one year of custodial experience.

Hours and Salary

32 hours per week, Monday–Friday. Schedule varies based on church events, with occasional weekend coverage as needed. Salary: \$20/hour. Health coverage available.

Applicants

Send résumé and letter of interest to jobs@strongsvilleumc.org . Background check and references required. Will begin working alongside current head custodian. Applications accepted on a rolling basis until position is filled.