



Kingswood United Methodist Church  
401 W. Dundee Road, Buffalo Grove, IL 60089

[www.kingswoodumc.com](http://www.kingswoodumc.com) 847.398.0770

To apply, please email resume and inquire to [chicks@kingswoodumc.com](mailto:chicks@kingswoodumc.com)

**Position:** **Lead Custodian and Facilities Coordinator**  
**Reports to:** Church Administrator  
**Full-Time Position:** 35 - 40 hours per week average  
**Salary:** Salaried – starting at \$32,000

**Job Summary:** This position is responsible for performing general custodial services for the church primarily focusing on the building cleaning and regular upkeep. Maintain an efficient and pleasant building environment for all staff and visitors. Manage projects, contractors and special projects when needed in collaboration with the Church Administrator, Trustees, and other Ministry Teams. Supervise the weekend custodian or provide Sunday coverage. Provide coverage at special events, weddings, funerals, workdays, Christmas Eve, and Easter, etc.

**Primary Responsibilities:**

- Provide cleaning service for church facilities on a daily weekday basis
- Complete minor repairs and improvements on the building
- Prepare rooms for use based on information from Church Administrator
- Supervise the weekend custodian by providing direction on projects, coordinate hours, deliver feedback OR cover janitorial responsibilities on Sunday.
- Oversee contractor and special projects as needed in collaboration with Church Administrator
- Proactively identify building and maintenance issues
- Work with vendors and service providers in collaboration with Church Administrator
- Order and maintain facility cleaning supplies.
- Assist with major deliveries and other projects as needed.
- Resource and maintain security system.
- Additional tasks and special cleaning projects as needed

**Required Skills:**

- Strong performer with good attendance and timeliness.
- Ability to self-direct work independently
- Strong interpersonal skills and ability to work with a variety of people
- Highly motivated, reliable and able to meet deadlines.
- Ability to supervise and direct staff and volunteers
- Good communication and prioritization skills
- Take initiative on building upkeep, projects and repairs
- Basic computer skills with working knowledge of Microsoft Office Programs
- High school diploma or GED

**Preferred Skills:**

- Basic knowledge of electrical, plumbing and construction
- Project management of building projects

**Job Conditions/Physical Requirements:**

- Ability to work weeknights and at special events as needed.
- Ability to lift up to 50 pounds
- Ability to climb 6-12 foot ladders.