



Westwood Baptist Church Ministry Description

Position: Facility & Grounds Supervisor

Purpose: The purpose of the Facility/Grounds Supervisor is to oversee and lead the custodial staff in stewardship of our buildings and grounds in preparation for Sunday services and all weekday activities.

Essential Qualifications:

- Clear testimony of faith and growing relationship with Christ
- Member of Westwood Baptist Church
- Committed to Westwood's core values and vision of multiplication
- Desire to steward the resources God has given us at Westwood to draw people's hearts to Jesus
- Proficient in the Microsoft Suite, Apple, and Planning Center Online modules
- Ability to prioritize and multi-task
- Self-starter with strong interpersonal skills
- Safeguard confidential information
- Communicate well using phone, email, and social media
- Required attendance at one of our Sunday mornings gatherings

Responsibilities:

- Develops the schedule of work assignments for all custodial and building/grounds staff.
- Provides direct supervision and directions to the custodial staff
- Completes a yearly performance evaluation for staff.
- Performs and oversees custodial and building/grounds functions ensuring effective and efficient completion.
- Ensures our facilities and grounds are kept clean with a positive aesthetic appearance at all times.
- Ensures the opening and closing of facilities according to master calendar.
- Approval of calendar events to ensure appropriate room set-up when necessary.
- Coordinates with staff to ensure that building and grounds are secure.
- Responsible for the inventory and purchase all custodial, maintenance, and common kitchen supplies.
- Directs staff for ongoing and/or routine repairs and maintenance of facilities and equipment.
- Responsible for keeping an inspection log of the fire extinguishers and emergency lighting.
- Oversees inclement weather issues that affect events and facility operations.
- Is responsible to implement and maintain IT Systems, including computer install, software installs, Wi-Fi, etc.
- Will support and assist the Creative Arts Team and the NextGen team during special events.
- Other duties as assigned.

Accountability: The Facility/Grounds Supervisor will be directly accountable to the Church Executive Administrator. The successful applicant will need to become a Westwood member within 6-months of hire.

Hours & Compensation: The Facility & Grounds Supervisor is a full-time position, 40/HPW. Compensation is commensurate with other positions in the church. Hours are flexible based on need.