

**Mt. Calvary Baptist Church of Palm Coast
75 Pine Lakes Parkway S., Palm Coast, FL
32164 Rev. Edwin Coffie, M.Div., Pastor**

HR VACANCY NOTICE # 2021-01

Position: CUSTODIAL SUPERVISOR

Wage/Hours: \$25,202/annum, 35-hour work week

Duties and Responsibilities: Duties are performed under the oversight supervision of the Trustees Ministry, with immediate supervision by the assigned Trustee. Generally responsible for maintaining clean building and grounds, ready for use for all Church events and activities. Typical duties include: supervises, evaluates and develops work schedules; ensures inventory of cleaning supplies/equipment maintained; assigns tasks and conducts task training to ensure staff familiarity with cleaning/sanitizing standards and protocols; cleaning/sanitizing/maintaining all indoor and outdoor spaces and floor surfaces, dusting, cleaning/maintaining all restrooms, emptying trash receptacles, cleaning the kitchen, providing space set-ups and breakdowns, keeping abreast of scheduled facilities usage to ensure space readiness, and other duties as assigned. Note: This position carries evening and weekend assignments. The Church campus consists of three buildings: a 550-seat Sanctuary, with administrative offices; a 9-classroom building, and a large multi-purpose center, including an industrial kitchen. Presently, the Custodial Services unit consists of a working Custodial Supervisor and one Custodian.

Qualifications: HS diploma or equivalent, ability to receive and carry out instructions, physically able to perform required duties relating to moving/lifting furniture (50 lbs. or more), good oral/written communications, and the ability to work flexible days and hours and clear background check required; cleaning knowledge and one year's related experience preferred.

To Apply: Send cover letter and resume, including the names and contact information for two (2) references who can verify qualifications to: Mrs. C. Moorman, Mt. Calvary Baptist Church of Palm Coast.

Application Deadline: Open until filled; however, we anticipate that a review of applications will begin at the end of October.

HR/ycu 09/2021