
JOB DESCRIPTION FOR THE POSITION OF
BUILDING SUPERVISOR
FIRST BAPTIST CHURCH, CORSICANA
JUNE 27, 2011

General Objective: Is responsible for the supervision of the custodial staff and general maintenance and cleanliness of the church property. (This includes, but is not limited to, all buildings, physical structures, parking lots, sidewalks & contents.)

Relationships:

1. He shall be a full-time exempt employee and member of the Support Staff of First Baptist Church of Corsicana.
2. He shall be under the direct supervision of the Minister of Administration. The weekly work schedule shall be approved by the Minister of Administration.
3. He shall continue in employment until terminated at the request of the Minister of Administration. A notice of two weeks shall be given by the Building Supervisor if he desires to resign unless otherwise mutually agreed upon by both parties.

Considerations:

1. His annual salary and benefits shall be based upon recommendation of the Personnel Committee and approved in the Church budget.
2. The Church shall provide adequate materials and equipment for him to perform his functions.

Responsibilities:

1. He shall supervise other Custodial staff members.
2. He shall know the facilities and equipment and learn the purpose of their use.
3. He shall follow established Church policies and schedules for the use and maintenance of facilities and equipment.
4. He shall be responsible for arrangements of all regular and special activities.
5. He shall direct and assist other custodial staff members in maintaining the cleanliness and maintenance of the buildings and grounds.
6. He shall prepare baptistery for use as directed.
7. He shall check daily with his supervisor and Church secretary for special assignments.
8. He shall insure the locking and unlocking of buildings for all regular and special activities of the Church.
9. He shall operate under the limitations of the Building, Grounds, & Transportation section of the annual Church budget.
10. He shall assist in the preparation of the annual budget for Building, Grounds, & Transportation section.
11. He shall be responsible for the maintenance and cleanliness of the church vehicles.
12. He shall be responsible for arranging custodial services for church weddings and other special events.
13. He shall be responsible for arranging custodial services for all funerals. Funerals are not considered special events.