



# Job Posting

| Position          | Department     | Reports to | FTE | FLSA Class |
|-------------------|----------------|------------|-----|------------|
| Custodial Manager | Physical Plant |            | 1.0 | Exempt     |

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

**Scope of Responsibilities:** The Custodial Manager oversees the daily operations of the college's custodial department, ensuring that all campus buildings—including academic spaces, residence halls, administrative offices, athletic facilities, and common areas—are clean, safe, and well maintained. This role supervises custodial staff, coordinates work schedules, oversees supply and equipment management, and ensures compliance with health, safety, and sanitation standards. The Custodial Manager plays a key leadership role in creating a welcoming environment that supports student success and the college's mission.

### Essential Responsibilities:

- Recruit, train, supervise, and evaluate custodial staff, including full-time, part-time, and student workers.
- Assign daily tasks, manage work schedules, and ensure adequate staffing coverage across campus.
- Provide ongoing coaching, performance feedback, and professional development opportunities.
- Foster a positive, inclusive, and collaborative team culture.

### Secondary Responsibilities:

- Develop and implement custodial cleaning schedules for all campus buildings.
- Conduct regular inspections to ensure cleanliness standards are met or exceeded.
- Manage special project support as requested.
- Respond promptly to custodial emergencies, spills, and urgent service requests.
- Ensure proper operation, maintenance, and safe use of custodial equipment.
- Ensure all custodial operations comply with OSHA regulations and institutional safety policies.
- Maintain safe handling procedures for chemicals and equipment.
- Work with Environmental Health & Safety teams to ensure proper sanitation protocols.
- Support sustainability initiatives, including waste reduction and recycling programs.

### Supervisory Responsibilities:

Student Level

Individual/Intermediate Level

### Qualifications:

#### Minimum:

1. Work related experience
2. Interpersonal skills
3. Strong Christian faith, commitment and volunteer service experience.



# Job Posting

| Position          | Department     | Reports to | FTE | FLSA Class |
|-------------------|----------------|------------|-----|------------|
| Custodial Manager | Physical Plant |            | 1.0 | Exempt     |

---

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

Posted: 3/12/2026