



JOB DESCRIPTION

Job Title

Facilities and Grounds Lead

Location

St. Lorenz Lutheran School, 140 Churchgrove Rd., Frankenmuth, MI 48734

Hours

Monday to Friday - 8:00 am - 5:00 pm (On-Call as needed)

Organizational Relationship

Reports to the Director of Facilities and Grounds

Position Summary

The **Facilities and Grounds Lead** serves as the operational floor leader for St. Lorenz Facilities and Grounds. Working directly under the Director, this role bridges daily hands-on trade work, custodial coverage, grounds upkeep, and team leadership. The Lead ensures all custodial staff remain aligned on daily priorities, performs furniture and building repairs to maintain facility safety, oversees summer cleaning operations, and steps in to cover crucial shifts during employee absences.

Key Responsibilities

Team Leadership & Department Operations

- Collaborate directly with the Director to ensure all custodial and maintenance personnel are coordinated, accountable, and executing daily assignments effectively.
- Manage occasional work phone duties, answering and triaging incoming facility requests, emergency calls, and operational questions as assigned or during Director coverage windows.

Daily & Facility Operations

- Prepare the dining hall for lunch operations each morning and assist with Monday lunchroom duty and cleanup.
- Resolve immediate classroom and facility work orders, including repairing broken furniture, doors, hardware, restroom fixtures, and minor interior building fixtures.
- Provide active shift coverage during staffing shortages, sick leave, or PTO.
- Maintain, service, and repair floor care machinery, vacuums, auto-scrubbers, and facility equipment to ensure proper operational condition.
- Execute specialized maintenance projects and tasks delegated by the Director.

Grounds & Seasonal Maintenance

- Maintain school and church grounds to high standards of excellence (mowing, trimming, weed control, edging, and debris management).
- Operate and perform preventative mechanical service on tractors, mowers, and grounds power equipment (oil, grease, blade sharpening, winterization).
- Coordinate seasonal winter response, including morning snow removal, walkway salting, and keeping entryways clear and safe.
- Perform scheduled deep cleaning during school break periods, including hallway carpet shampooing and surface extraction.



St. Lorenz

LUTHERAN CHURCH & SCHOOL

Summer Operations & Supervision

- Design, implement, and manage the summer cleaning and building restoration schedule.
- Direct, train, and coordinate summer custodial employees and temporary help.
- Lead hands-on classroom restoration, including scrubbing, stripping, and refinishing classroom, and hallway floor wax.
- Process and fulfill teacher summer "custodial worksheets" while assisting with major building and grounds renovation projects.

Qualifications

- **Technical & Trade Skills:** Hands-on experience operating mowers, tractors, power tools, auto-scrubbers, and performing minor plumbing, electrical, engine, and furniture repair.
- **Leadership & Communication:** Strong verbal communication skills with the ability to lead peers, coordinate schedules, handle phone inquiries professionally, and solve daily problems independently.
- **Physical Requirements:** Able to perform physical labor, stand/walk for extended periods across varying terrain, and comfortably lift up to 50 lbs.
- **Work Ethic & Attributes:** Dependable, courteous, observant, and flexible. Comfortable working around children, faculty, church members, and ministry leadership.
- **Safety & Compliance:** Knowledgeable in professional cleaning techniques, OSHA safety protocols and health department guidelines regarding chemicals and bodily fluids.
- **Licensing:** Possess a valid driver's license; possess or be willing to acquire a Commercial Driver's License (CDL) to support school field trips and transportation needs.

Questions On Position Contact:

Cameron Sanborn - Assistant Director of Buildings and Grounds
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