



## Redwood Gospel Missions Facility Steward - Men's Ministries

The Redwood Gospel Missions, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed.

**Location:** 101 6th Street  
**Ministry:** Stewardship Ministries  
**Time Commitment:** 40 hours per week; Tuesday to Saturday with occasional OT  
**Supervisor:** Director of Stewardship Ministries  
**Also works with:** Maintenance Mgr., Program and Guest Services Managers, program members and volunteers

**Position Summary:** Responsible for the safety, cleanliness, and ambiance of the facility. Oversees training and certification of program members that include janitorial and vehicle cleaning and detail, waste management and recycling and creation of other certificate programs that pertain to facility and asset care.  
Works closely with the Maint. Mgr. to perform routine and basic maintenance and repairs.  
Working with Program Mgr. will supervise a crew to complete daily janitorial cleaning tasks.  
Will be using mobile phone applications regularly.  
Orders and maintains inventory of operational supplies.  
Mobilize the community and seek volunteers for facility and maintenance projects.

**Qualifications:** Good communication skills, both written and oral. Bi-lingual a plus. Able to lift 50 lbs., kneel, stand, bend, operate power equipment i.e. blowers, pressure washers, and commercial floor cleaning machines.  
Current driver's license and clean driving record. Commercial driving experience a plus.  
Basic knowledge of computers, including Outlook email and Word.  
Able to work without direct supervision, self-starter and a team player. Flexibility.  
Ability to interact positively with and support the population we serve.

### Duties &

**Responsibilities:**

- \*Provide oversight of all building, equipment & grounds.
- \*Cleanliness on a day-to-day basis of all common areas including but not limited to restrooms, dining room, classrooms, offices, and the yard.
- \*Order and maintain inventory of all operational supplies.
- \*Daily vehicle inspections using mobile phone app (Fleetio).
- \*Oversee vehicle gas cards, keys, use and scheduling.
- \*Weekly assessment of all facility needs identifying safety and other maintenance needs using phone apps (Upkeep) and walk-through checklists.
- \*Perform monthly fire drills; fire suppressant systems, policies and procedures.
- \*Work with Supervisor in securing operational supplies from our thrift stores.
- \*Work with Food Services in the management of the backyard and food distribution areas.
- \*Work with vendors scheduling appointments and being present to assist them.
- \*Assigned work at various RGM Events.