

Facility Supervisor

(11/13/2024 updates)

1. Qualifications:

- **Character/Doctrine:** Exhibit personal, moral and ethical purity consistent with the requirements described in 1 Timothy 3:1-7 and Titus 1:5-9. Agree with the church's doctrinal statement and abide by its constitution and by-laws. Support church's mission of becoming deeply devoted followers of Jesus together. General physical health and the ability to do manual labor is a must. A team player who can humbly work with church leaders and members. Also a self-starter with the ability to work independently.
- **Education:** High school completion or higher. Experience in home repair and maintenance fields is beneficial (i.e. electrical, plumbing, carpentry, etc.).
- **Experience:** Cleaning and use of cleaning equipment would be beneficial with an eye for detail. Knowledge in use of cleaning machines, supplies, and grounds equipment.

2. Principal Function:

Ensure the church building and grounds are cleaned: have the building ready for daily use and events, ready at all times, eye for detail.

3. Accountability:

- Coordinate with the church staff at weekly staff meetings for specific needs & duties.
- Responsible to the Trustee Board through the Lead Pastor, including monthly reports to the Trustees and an annual performance review with the Trustees and the Lead Pastor.
- Work four weekdays, plus Sundays, and parts of other days as needed for special events or weather-related needs. Hourly position averaging of 40 hours per week.

4. Job/Ministry Responsibilities:

The accountability for assuring that the following responsibilities are implemented rests with the Facility Supervisor.

- **Eye for detail in all areas.**
- **Coordinate with the Trustees:**
 - Recommend maintenance and equipment needs for the annual budget. Report in person or in writing to the Trustees on at least a monthly basis.
- **Maintain cooperative and effective working relationships** with all parties within church policies.
- **Keep an office**, check church mailbox and email regularly, and manage day-to-day requests and repairs in the church building. Maintain a record of all Work Requests initiated and completed.
- **Coordinate with the Office Manager on purchases and maintaining supplies** for ongoing facility upkeep.
- **Building (90%)**
 - Coordinate building use with Office Manager and monitor master church calendar. Coordinate the set-up and takedown of tables, chairs, etc. for various events and ministries, especially Wednesday night and Sunday mornings. This includes unlocking & locking of doors, lights on and off, thermostats are set properly, areas are neat and tidy, etc.
 - Coordinate with Office Manager to recruit/supervise volunteers to help occasional church workdays.
 - Keep the building clean and operational throughout the week. This includes emptying garbage and diaper pails, sweeping, mopping, vacuuming, cleaning bathrooms, washing tables, etc.
 - Coordinate with Office Manager on purchasing and refilling supplies such as toilet paper, paper towels, soap dispensers, solar salt, filters, etc.
 - Take in recycling, used light tubes, etc. to the transfer station, etc. as needed.
 - Replace and repair minor items such as light bulbs, vacuum bags, deodorizers, etc.
 - Perform and/or oversee the maintenance and repair of all physical properties.
 - Oversee and assist in relationships with contractors, etc. in repairing, remodeling, and maintaining church buildings. This includes preventative maintenance.

- Work with the Trustee Board for cleaning, painting, and renovation schedules within approved budget.
- Work with the Decorating Committee.

- **Grounds and Other (10%)**
 - Clear snow and ice from walkways and entries around the entire building. Arrange for parking lot salt truck as needed. Keep emergency exits clear year-round.
 - Clear mayflies, leaves, cigarette butts, etc. from around the building.
 - Monitor the grounds weekly checking for burned out lighting, tree damage, erosion, etc.
 - See that landscaping, driveways, parking lots, etc. are properly serviced.
 - Other duties as requested by the staff and Trustees.