

**JOB DESCRIPTION**  
**POSITION: FACILITY MANAGER**

**A. Focus of Position:** Oversee, coordinate, and give leadership to ensure that the church facilities are clean, orderly, and prepared for regular and special events.

**B. Qualifications:**

1. Model a commitment to Jesus Christ and His Church.
2. Communication, organizational, and people skills.
3. Servant's heart with a genuine care for our church community and property.
4. Custodial or facility management experience preferred.

**C. Responsibilities:**

1. Clean the entire facility twice per week or as needed – mop, vacuum, dust, clean glass, bathrooms, empty garbage containers, etc.
2. Complete or facilitate minor repairs and projects around the church.
3. Set the worship center chairs for Sunday worship services.
4. Be available to the Director of Operations to schedule various contractors.
5. Keep an eye on heating and cooling equipment and set thermostats appropriately.
6. Maintain neat and organized storage areas.
7. Order and maintain inventory of maintenance and cleaning supplies.
8. Attend various meetings as required.
9. Various other responsibilities as required or assigned by the Director of Operations.

**D. Relationships:**

1. Reports to the Director of Operations for accountability, support and communication.
2. Recruits, trains, and supervises any volunteers for special projects.

**E. Compensation**

This is a part-time position with the privilege of creating a flexible schedule.