

Facility Specialist

Title

Facility Specialist

Purpose

The appearance of the church facility creates an important first impression for visitors to the church. The congregation also has a stewardship responsibility to maintain and improve the facilities God has provided for our study and worship. The facility manager provides a wide variety of skills to keep the church facilities in excellent condition, including hands on maintenance and cleaning, work delegation, and overseeing volunteer and contract labor.

Responsible to

Operations Director

Description of duties

- Maintain the building and its systems in a good working manner.
- Clean building (the cleaning schedule will be provided).
- Be available for emergencies and breakdowns.
- Work with and keep staff informed of maintenance problems and issues.
- Perform (or arrange to have completed) minor interior repairs on doors, shelving and cabinets, windows, moldings, trim, and touch-up painting.
- Perform (or arrange to have completed) minor exterior repairs and maintenance on doors, windows, and painting.
- Maintain a clean and attractive exterior of the building by cleaning and picking up of debris in parking lot and other exterior areas.
- Set up rooms for classes various events.
- Keep general storage areas organized and clean and solve storage problems.
- Help organize work parties to perform spring and fall cleanings and maintenance not performed by outside companies or janitorial services.
- Purchase needed supplies and equipment within established budgets.
- Accommodate Weddings, Funerals, and special events as needed.

Qualifications, skills, and gifts

- A genuine attitude of caring for the congregation, staff, and guests of the church.
- Possess a “whatever it takes” attitude.
- A positive attitude at all times and poise under pressure.
- A servant’s heart.
- A cooperative team spirit.
- Take pride in keeping the entire church facility clean, safe, and in good functioning form.
- Authentic and growing relationship with Christ.
- Committed to using skills to serve the church as God leads.
- A willingness to learn new tasks and functions.
- Able to work independently, with little or no supervision.
- Personal dress and appearance appropriate to the business and ministry of the church.
- Personal integrity and self motivation in the fulfillment of ministry.
- Ability to reach, bend, stoop, kneel, and stand for extended periods of time. Must have the ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.
- High School Diploma or GED required.
- Prior environmental experience preferred. References also desirable.
- Good organizational and planning skills and an ability to delegate with staff and volunteers as needed.
- Flexible availability to accommodate events.

Benefits to the Worker

Satisfaction that you are helping the church maintain and upgrade its buildings and grounds, and assisting the church in practicing good stewardship of its resources and property.

Time Requirement: 25 hours / week