

Job Description



JOB

- Title: Facilities Manager
- Direct Report to: Assistant Pastor
- Part Time: 28 hours per week.

MUST DO *("If all else fails, this is what you are being evaluated by.")*

- Own the cleanliness, maintenance, and repair of the church facility at the highest possible level at all times

RESPONSIBILITIES

- Lead & manage all maintenance and repairs of church facilities at your location
- Make repairs/upgrades etc. as needed
- Enlist and recruit servant leaders (volunteers) to assist with projects when possible
- Coordinate with contractors and vendors for designated and approved repairs
- Make daily inspections of facility for repairs and cleanliness
- Oversee the contract/servant leader custodial team and provide direction/inspection concerning cleaning standards

REQUIREMENTS

- 2+ years in facilities management
- Project management skills
- Good organizational skills
- Multitasking ability
- Excellent written and verbal communication
- Exceptional interpersonal skills
- Good time management