



JOB DESCRIPTION: FACILITY MANAGER

Summary:

This is a part-time, exempt position (estimated to be between 20 - 30 hours per week) with the primary responsibilities of attending to the upkeep and maintenance of the church buildings and property. Primary responsibilities to include coordination of, and assisting with, janitorial services, maintain and reconfigure of rooms as needed, light handyman projects, opening and closing building for normal business and special events, coordination with various vendors performing facility and grounds related services for the church.

Qualifications:

- Preferred availability to attend Redeemer
- Passionate love for Christ and a strong spiritual life
- Friendly and outgoing, with a love for serving others
- Ability to prioritize tasks and meet deadlines
- Ability to multitask and innovate when new challenges arise
- Experience with:
 - Janitorial Services
 - Facilities Maintenance
 - Light handyman work
 - Changing light bulbs
 - Light carpentry work
 - Light plumbing upkeep
 - Maintaining janitorial supplies
- Minimum of a high school diploma (college a plus)
- Minimum of 2 years' experience in facilities maintenance
- Strong verbal skills
- Proactive in seeing and addressing facility needs
- Physically able to handle cleaning, lifting, climb ladders, etc.
- Able to work outdoors and well as indoors

Responsibilities:

- Upkeep of church facilities
 - Coordinating weekly cleaning schedules with those providing janitorial services
 - Assisting with cleaning church facilities as needed
- Coordinate and facilitate set up of various church areas/rooms for church events
 - Work closely with Office Manager on weekly church schedule to ensure areas of the church requiring re-configuration are done successfully completed relative to need and timing
 - Perform set up and tear down activities
- Coordination with various vendors that regularly provide services for the church
 - Serve as the main contact and coordination point for lawn services, exterminators, HVAC, plumbing, electrical, elevator, fire alarms, security systems, etc.
- Work with office staff
- Prioritize required work
- Provide administrative support to care, connect, children and youth ministries, as requested, including but not limited to:
 - Addressing facility needs
 - Making repairs as needed
 - Event planning and support (ex: memorial services, outreach events, VBS)
- Maintain church facility supplies (e.g., cleaning products, paper supplies, hardware, etc.)
- Perform other tasks, as needed