

Facilities Coordinator

Summary:

The Facilities Coordinator is responsible for the general cleanliness, physical maintenance, and oversight of the church facilities and property. This person will see to the day-to-day custodial needs of the building. The Facilities Coordinator will also recruit, train, and oversee volunteer teams for regular church clean-up days and special projects. This person serves as the primary facilities contact for weddings, funerals, and other Trinity Reformed Church authorized events.

Position: Facilities Coordinator

Position Type: Fulltime hourly, approximately 30 hours

Accountability: Executive Team and Pastors

Spiritual Gifts: Hospitality, Helps, Administration

Desired Abilities: Building maintenance and cleaning, organization, volunteer coordination, written and verbal communication skills.

Personality: Hardworking, self-motivated, trustworthy, responsible. Able to work without direct supervision, maintain confidentiality, and problem solve.

Requirements:

- Work experience as custodian, janitor, or a similar role
- Solid working knowledge of cleaning supplies and equipment and how to maintain them
- Knowledge of safety protocols such as disposal of chemicals and other hazardous items
- Comfortable with basic landscaping and maintenance tasks
- Detail oriented and conscientiousness
- Stamina, good physical condition, and strength
- Ability to work 8 hrs. on your feet and physical strength to lift 30 lbs
- High school diploma preferred, but not required
- CDL preferred, but not required

Anticipated Time Commitments:

- On duty before, during, and after Sunday Morning Worship, Wednesday Night MidWeek, and other major church events and programs.
- Staff meetings and Buildings and Grounds meetings.
- Expected to lead or work alongside any facilities or grounds volunteer groups, including the Monday Morning Maintenance team.
- Other hours spent cleaning and coordinating set-up as dictated by the church calendar.

Responsibilities:

1. Serve as primary contact for any facility or property questions and for service providers.
2. Participate on a visioning team for good stewardship of facilities.
3. Recruit, empower, and oversee volunteers for set-up and maintenance of the facilities.
4. Serve as contact person and coordinator for facilities use: weddings, funerals, and other building use by members and outside groups.
5. Set-up and tear down chairs and tables as needed for weekly services, meetings, and other special events.
6. Coordinate with groups about set-up needs and ensure spaces are properly prepared at the specified time.
7. Offer the ministry of hospitality during services, programs, and outreach events.
8. Coordinate bus ministry. If CDL certified, serve as driver as needed for activities during the week.
9. Operate heating and cooling equipment, ensuring proper settings for times when the facility is in use and when the building is empty.
10. Ensure church security, locking and unlocking the facility for services and events.
11. General oversight of buildings and grounds maintenance, ensuring the safe, clean, and proper order of the facility. Facilities Coordinator will maintain a record of regular maintenance done and a list of ongoing and upcoming projects.
12. Maintain records and arrange or execute all routine maintenance procedures, including but not limited to: HVAC system, fire protection system, outdoor sprinkling, lighting, licensing of kitchen, Apple Trail, parking lots.
13. Make or arrange for building repairs.
14. Perform or arrange all required tests and inspections of elevator equipment, safety equipment, fire equipment, kitchen equipment, and any other regulated equipment as required by state or local agencies and regulation.
15. Maintain or arrange maintenance of lawn, shrubs, trees, flowers, and snow and ice removal.
16. Oversee facilities expenditures, coordinating with the Buildings and Grounds team.
17. Order and maintaining supplies for cleaning, maintaining, and repairing. Facilities coordinator will be responsible to maintain the inventory within the assigned budget.
18. Ensure exits and sidewalks remain clear of snow and debris.
19. Ensure the cleanliness of the facilities.
 - a. Empty wastebaskets weekly, additionally as needed.
 - b. Dust all furniture in offices, reception area, sanctuary, and entrances weekly, upstairs and downstairs.
 - c. Vacuum offices and carpeted areas weekly, more often as needed. Sweep, mop, or vacuum other areas as needed.
 - d. Clean and disinfect drinking fountains and telephone handpieces weekly.
 - e. Clean cobwebs from ceilings, corners, vents, lights, etc. as needed.
 - f. Thoroughly clean restrooms weekly. Check them after each event and re-clean as necessary – including toilet bowls, urinals, sinks, counters, tiled areas, partitions, and floors. Refill soap, toilet paper, and towel dispensers.
 - g. Clean windows and glass doors Sunday mornings and as needed.
 - h. Replace light bulbs.
 - i. Water plants as needed.
 - j. Spot-clean carpet as needed.
 - k. Maintain and clean kitchen, weekly and as needed.