



Maranatha Church Facilities Manager Job Description

JOB DESCRIPTION:

The Facilities Manager is responsible for Maranatha's building and grounds, to ensure that our building and grounds, furnishings and equipment are kept clean, well maintained and up to date to effectively serve the needs of ministry as well as rentals by community groups. He or she is also responsible for working with the office administrator to manage rentals.

QUALIFICATIONS:

To have a sincere love for the Lord, a warm and serving personality, and a strong desire to maintain a facility and grounds that are both functional and inviting. Having an eye for things that need to be cleaned or fixed, self-motivated and able to work with a minimum of supervision and direction. To enjoy hands-on cleaning and be able to do some light maintenance and repairs, and having the physical strength for outdoor work, sweeping and mopping as well as setting up and moving furniture and equipment. Being able to work well with volunteers on the Building and Grounds team, and interact well with others, including staff, ministry leaders and members of the congregation and community groups using the church. Some experience with construction, drywall, plumbing, electrical and/or HVAC is not necessary, but would be an asset.

HOURS:

Four days a week, including working with rentals, funerals and weddings.

PRIMARY DUTIES:

The primary duties of the Custodian are:

- Keeping the building clean and well maintained both inside and out;
- Working with the volunteer Building and Grounds Team to perform repairs and maintenance to the building, furnishings and equipment as needed;
- Organizing and working with contractors for jobs that cannot be done by volunteers;
- Ordering cleaning and other supplies needed for building and grounds;
- Looking after the logistical needs for rentals, funerals and weddings;
- Maintaining the church's grounds, including seasonal care for the lawns, parking lot and sidewalks, and exterior care and maintenance of the building (does not include the church gardens);

TASKS INCLUDE:

1. Taking responsibility for weekly cleaning of the entire building, including cleaning bathrooms, vacuuming, dust mopping, wet mopping, cleaning windows and glass doors as needed. Emptying garbage and recycling. Straightening tables and chairs, etc.
2. Overseeing the work of the Custodial Assistant.
3. Ensuring janitorial equipment is well maintained and look after repairs as necessary.
4. Ordering cleaning supplies and other building supplies as needed, including for washrooms.
5. Performing some maintenance and repairs as able.
6. Working with the volunteer Building and Grounds Team to deal with bigger needs for maintenance and repairs, including HVAC repairs, plumbing needs, commercial window cleaning as needed, ceiling leaks, dealing with contractors, etc.
7. Managing storage of furnishings as needed, and ensuring tables and chairs are available as needed for ministry/rentals.
8. Replacing tables and chairs and other furnishings and equipment as needed.
9. Communicating regularly with the Office Administrator for rentals, funerals and weddings (the office will be the communication hub).
10. Setting up and taking down for rentals as well as clean up after rentals, opening and closing doors for community groups renting the building when necessary.
11. Setting up and taking down as needed for funerals, and ensuring custodial is provided as needed for funerals and weddings.
12. Seasonal lawn care, including lawn mowing and raking of leaves. Seasonal snow shoveling and de-icing at entrances and sidewalks.
13. Liaising with the Office Administrator for snow plowing and irrigation in season as needed (Office Administrator currently communicates with the snow plow contractor and irrigation contractor as needed).
14. Organizing spring and fall clean-up for parking lot and grounds as well as cleaning the roof of the building.
15. Other tasks as required by the Executive Administrator.
(*Further detailed list of tasks available.*)

RELATIONSHIPS & ACCOUNTABILITY

- Work closely with the Office Administrator, Executive Administrator and Building and Grounds volunteer team.
- Actions and initiatives to be approved by the Executive Administrator.
- Attend weekly staff meetings.
- Submit to an annual review and evaluation by the Executive Administrator.