

## **Great Bridge Presbyterian Church Job Description**

**Job Title:** Facility Director

**Accountable to:** Session of Great Bridge Presbyterian Church  
Supervised by Executive Associate Pastor

**Salaried or Hourly:** Hourly, 20 hours a week, non-exempt

### **Purpose of the Facility Director**

The Facility Director will support and supervise all areas of building maintenance and custodial care. Responsibilities include: working directly with office staff for set up of church events and building operations; regularly inspect the church premises for areas of need or concern and report findings to the Building & Grounds Ministry Chair; assist in the coordination of church workdays and other building projects done with volunteers.

### **Relationships**

- As a member of the church Staff, Facility Director shall have specific relational responsibilities to the Executive Pastor and the Building and Grounds Ministry Chair.
- The Facility Director shall manage the work of the Sexton.
- The Facility Director shall be an ex officio member of the Building and Grounds Ministry Team.

### **Qualification and Skills**

- Effectively plan and coordinate building cleaning and maintenance needs with the Sexton.
- General knowledge of building maintenance, general carpentry, plumbing, electrical, audio systems and/or custodial skills or experience.
- Ability to change light bulbs, fix leaking toilets and sinks, paint and clean.
- Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.

### **General Responsibilities**

- Regularly inspect the church facilities and grounds for areas of need or concern and report findings to the Building and Grounds Ministry Chair.
- When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.
- Coordinate the maintenance of the plumbing, electrical and mechanical systems including minor repairs and coordination of outside vendors for major repairs or replacements
- Review all outside vendor invoices to ensure satisfactory completion and turn in to Treasurer.
- Respond to office, preschool and ministry service and maintenance requests.
- Order necessary cleaning supplies and instruments.
- Ensure proper set up and tear down for church events.
- Oversee maintenance and safety inspection of church-owned vehicles.
- Organize and retain maintenance records for the building and contacts of outside vendors.
- Work with Sexton to clean and maintain the building.
- Maintain list of needed projects for church workdays.
- Always be thinking of safety, for our staff and guests.

### **Church Cleaning Schedule**

- Work with Sexton to ensure that the building is kept clean and well-maintained.
- A typical cleaning schedule would include:
  - Emptying of all trash cans (daily)
  - Cleaning of bathrooms (daily)
  - Vacuuming, cleaning of preschool rooms and hallway (daily)
  - Straightening of adult classrooms (daily/as needed)
  - Re-stocking of bathrooms (daily/as needed)
  - Vacuuming/dusting of offices (weekly)
  - Vacuuming/dusting of classrooms (weekly)
  - Cleaning common areas (weekly, as needed)
  - Vacuuming sanctuary (weekly)
  - Sweeping/mopping fellowship hall and kitchen (twice weekly)
  - Vacuuming/mopping East End Lounge (twice weekly)
  - Check out the lights, toilets and sinks and repair as you walk through the building

### **General Policies**

- The Personnel & Administration Ministry Team shall recommend to Session annually the compensation for the Facility Director.
- There are two weeks of vacation a year taken at a mutually agreed upon time.
- The Executive Associate Pastor with the Building & Grounds Ministry Chair will review the work and ministry of the Facility Director after the first six months and annually thereafter and report their findings to the Personnel Ministry Team prior to the Personnel Ministry Team's annual consideration of Staff compensation recommendations.
- A minimum of two week's written notification is requested in the event of resignation.