

Job Description Janitorial and Facility Manager

Definition

This person will be hired for a full-time position. The compensation package for this position will include salary and benefits. This person will serve as the overall manager for church janitorial and facility operations in support of church ministry programs and activities. This person will manage the buildings, perform all custodial tasks, recruit and manage volunteers and/or a part time employee for all weekly setups. This person is directly responsible to the Lead Pastor and will work with an alignment team to fulfill the duties identified in this job description. Other duties will be assigned by the Lead Pastor as needed.

Character

1. To have a strong personal relationship with Jesus Christ.
2. To agree with the statement of faith and discipleship process of Bemidji Covenant Church and the ECC
3. To be a role model to other staff and lay volunteers.
4. Relate positively and effectively with staff, church leadership and the congregants they serve.

Duties and Responsibilities

Duties include the operation and maintenance of equipment systems, interior and exterior maintenance and oversight of service contracts associated with the operation, maintenance of church properties and custodial tasks. These duties and responsibilities include:

1. Facility Maintenance

- a. Work alongside recruited volunteers/ hired help when needed in the cleaning of building and exterior maintenance, including:
 - Hard-surfaced and carpeted floors
 - Walls, doors, windows and woodwork in classroom, office, restroom and public areas
 - Collecting and removing trash
 - Removing snow and de-icing sidewalks and entryways
 - Washing exterior windows
 - Regular Cleaning
 - This person would manage the upkeep of floors, counters and all equipment in the kitchen.
 - Oversees contracts for lawn maintenance (mowing of lawn, fertilizing)
 - Oversees and manages all professional maintenance of interior and exterior church property.
 - Observe building conditions and take necessary actions to maintain or repair situations, performing repairs or contacting the proper repair company.

- Develop and maintain relationships with service/repair vendors to complete large-scale projects and routine inspections and maintenance of electrical, mechanical, fire/smoke detection, commercial kitchen, HVAC and heating systems.
- Ensure required daily, weekly, and seasonal maintenance and inspections are completed on boiler system.
- Manage bids and bid-taking process for work done by outside vendors (such as room refurbishment, electrical/mechanical system upgrades, painting, flooring, landscaping).
- Maintain facility security, building lock-up and unlocking, room opening and closing.
- Maintain the church's parking areas and signage, and assist in ensuring compliance with parking regulations.
- Work with Lead Pastor/LT to propose and plan for upkeep and replacement of wall and floor coverings, mechanical/electrical systems, doors and windows, and other larger-scale projects.
- Serve as first-line facility emergency contact 24x7.
- Responsible for all code requirements.

b. Repair and Upgrades

1. Complete and oversee repair projects example's being:
 - replacing lights, electrical receptacles/fixtures, plumbing repair/replacement, small carpentry projects, repair/replacement of interior or exterior door locks, masonry/plaster repair, and refinishing/painting, etc...
2. Determine capital budget expenditures and prioritize those expenditures.
3. Oversees the construction and installation of interior and exterior church improvements assisting staff, volunteers and professionals with the upgrading.

2. Custodial tasks

- This person will fulfill all custodial tasks.
- This person will recruit volunteers to assist with custodial tasks.
- This person along with the Lead Pastor will hire custodial help when needed.
- This person will order and maintain cleaning chemicals and supplies and consumable products used throughout the facility. (MSDS maintain)
- This person will acquire and maintain custodial and maintenance equipment (such as brooms, dusters, vacuums, carpet cleaners, snow blowers, sidewalk sweepers, rakes/shovels, hoses, power tools, hand tools).

3. Scheduling

- a. This person will attend weekly staff meetings.
- b. This person will meet with Lead Pastor regularly (when necessary).
- c. This person will be responsible to set up any meetings necessary for the coordination of volunteers and contracted positions.
- d. This person will be responsible for scheduling of all maintenance and repair volunteers and hired positions (custodial (if needed), setups, special events).
- e. This person is responsible to communicate with the office manager related to anything that affects master calendar.
- f. This person will set up regular meeting with their alignment team to provide overall guidance and direction related to facilities.
- g. This person will work with the Lead Pastor, Office manager related to necessary monetary communication.
- h. This person will be responsible to set up any meetings necessary for the coordination of volunteers and contracted positions.

4. Recruitment

- a. This person will recruit volunteers to carry out certain identified tasks related to maintenance & repair.
- b. This person will recruit volunteers and/or hire a part time setup person/s.
 - Develop teams for regular and special set ups
 - Coordinate and work alongside church staff/Volunteers to set up rooms for regular events/services and special events.
- c. This person will recruit a special event manager, (i.e.: funerals & weddings)
- d. This person will be “on-call” covering building emergencies, (i.e.: furnace or air-conditioner failure, etc...). Will recruit a person to fill in when unable to be “on call”.
- e. Interview potential set up and/or custodial hires along with the Lead Pastor and an interview team
- f. Work with lead pastor/LT to develop a ministry vision in performance of custodial duties.
- g. Train and oversee volunteers/part time set-up and/or custodial hires which also includes annual performance reviews.
- h. Schedule part time help to ensure proper building security and custodial services are available to support ministry events, outside events, and needs.

Other Responsibilities

- Other duties as assigned by Lead Pastor
- Agree with and adhere to the employee handbook.
- Know OSHA expectations.
- Pass a background check