

Facilities Coordinator

Supervisor: Business Director

Status: Independent contractor - 10 hours/week

ROLE SUMMARY

The Facilities Coordinator is responsible for the upkeep, maintenance, and daily operations of the church building, ensuring that the facility is safe, clean, and well-maintained for various activities like worship services, events, and other gatherings.

AREAS OF RESPONSIBILITY

Maintenance and Repair

- Oversee preventative maintenance, routine checks, and repairs of the church building, equipment (HVAC, electrical, plumbing), and property. This may involve hiring and managing contractors.
- Perform light repairs and/or hire vendors to perform repairs as needed.
- Coordinate with the cleaning crew.

Event Support

- Provide logistics and support for church events, including setup, teardown, and ensuring spaces are properly prepared.
- Ensure the building is ready for Sunday services each week.

Inventory and Supply Management

- Maintain an inventory of tools, equipment, and supplies needed for facility maintenance.
- Order and maintain bathroom supplies.
- Clean linens for the cafe.

QUALIFICATIONS

- Experience with maintenance and/or building management preferred
- Exhibits reliability, self-motivation, good time-management skills and a willingness to serve others
- Works well in a collaborative team setting