

Rochester Covenant Church
SUPPORT STAFF JOB DESCRIPTION
(Revised 05/2018)

CONGREGATIONAL MISSION: To fulfill the Great Commandment and the Great Commission, with the Great Commitment, by living out the purposes of the Church in fellowship, discipleship, service, worship, stewardship, and evangelism; knowing and sharing Jesus, loving and serving others; living in the Spirit of Jesus Christ, with special emphasis on children and young families.

Position Title: Facility Manager/Custodian

Responsible To: Reports to and receives overall direction from the Lead Pastor or designee. Is responsive to non-routine service requests from church staff and volunteer coordinators. Provides direction to and oversees work done by grounds, snow-removal services and etc. Works cooperatively and networks with church volunteers who perform maintenance and renovation services.

General Responsibilities:

Is responsible for the overall cleanliness and functionality of the facility. Key responsibilities include:

	Est. % of Time
1 Performing and/or overseeing custodial/cleaning services	50%
2 Performing and/or overseeing maintenance tasks	20%
3 Performing set-up and take-down tasks for activities in the building.	10%
4 Overseeing the care of the grounds.	5%
5 Building and Grounds security and safety	
6 Communicate with staff and committees	1%
7 Coordinate the volunteer and contracted services	5%
8 Manages the facility-use schedule for special events	5%
9 Manage and maintain HVAC systems	2%
10 Other Duties as assigned	2%

Specific Responsibilities:

1. Performing or overseeing custodial/cleaning/scheduling services in accordance with the Custodial Schedule and Duties established by the Facilities Ministry Team.
2. Performs and manages maintenance tasks related to the building and grounds as described in the Facility Care Schedule and Duties.
Examples of certain duties include:
 - a. Replaces lamps/bulbs.
 - b. Unplugs sinks, stools and drains.

- c. Repairs or identifies for Facilities Ministry Team members or maintenance volunteers broken or otherwise inoperative furniture or equipment such as water valves, lights, windows, doors, and locks.
 - d. Quarterly tests emergency lighting fixtures and exit lights.
- 3. Coordinates the care of the grounds, snow-removal and deicing of sidewalks.
 - a. Monitors the condition of the lawn and plantings around the building and reports problems to the Facilities Ministry Team.
 - b. Monitors performance of the snow-removal service and reports problems to the Facilities Ministry Team.
 - c. Cleans and deices the sidewalks prior to a church function.
- 4. Verifying that the building can and is properly secured.
 - a. Periodically check to see that all security systems are working.
 - b. Develop systems and work with staff and users to insure that the building is secure.
 - c. Develop and monitor building key process
 - d. Check out, log and set that building keys are returned when required.
- 5. Communicate with staff and commissions
 - a. Meet weekly with staff and coordinate building use and services.
 - b. Meet monthly with Facilities Ministry Team to communicate concerns and needs
- 6. Coordinate the volunteer and contracted services.
 - a. Initiate and work with staff on developing a volunteer list for building and maintenance services.
 - b. Arrange needed supplies, schedule and supervise volunteer groups working on church maintenance projects.
 - c. Monitor and represent the church when maintenance contractors are working on facilities and equipment.
- 7. Performs and manages set-up and take-down tasks as requested through work orders.
 - Examples of certain duties include:
 - a. Moves, or obtains assistance in moving, the modesty rail, chairs, risers, pulpit, communion table and piano in the sanctuary.
 - b. Sets up and takes down tables and chairs in Fellowship Hall.
 - c. Arranges furniture in Sunday School rooms.
 - d. Opens and closes Sunday School room partitions.
 - e. Works with event coordinators on set ups and special needs.
- 8. Manages the operation, condition and efficiency of the building's heating, cooling, ventilating, air conditioning, water heating and water softening equipment and reports problems to the Lead Pastor or designee and to the Facilities Ministry Team.
 - a. Coordinates the semiannual heating, ventilating, and air-conditioning equipment checks and maintenance.

- b. Repairs, operates, monitors, and maintains Facilities Management Systems.
- c. Repairs and maintains plumbing and plumbing fixtures throughout facilities
- d. Performs weekend, emergency call backs and checks of buildings and equipment when required

Desired Qualifications:

1. Performs independently:
 - a. Works well with minimal direction. Asks for guidance when necessary.
 - b. Produces consistently high-quality work.
 - c. Completes assignments in a timely manner.
 - d. Willing to work a flexible schedule.
 - e. Works in a manner that assures a safe environment for staff and church attendees.
2. Exhibits teamwork skills.
 - a. Responds positively to feedback from the staff and the Facilities Ministry Team.
 - b. Promotes harmony and maintains a positive, helpful attitude.
 - c. Attends the weekly staff meeting.
 - d. Regularly schedules and enlists volunteers and paid personnel in the area of facility care, special events, and other activities as directed by the Lead Pastor or designee.
 - e. Strong English communication, interpersonal, and team skills are essential.
3. Treats others with dignity and respect.
4. **KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:**
 - a. Knowledge of building cleaning practices, supplies and equipment.
 - b. Knowledge of basic building maintenance practices
 - c. Ability to perform minor maintenance tasks related to carpentry, painting, plumbing and electricity.
 - d. Skill in the use of tools and materials commonly used in building, cleaning and maintenance activities
 - e. Ability to understand and effectively carry out oral and written assignments
 - f. Prefer two years or more of experience and knowledge maintaining mechanical and electrical systems.
 - g. An interest and aptitude for working with volunteers and networking with people in their area of competence.
 - h. Computer knowledge and ability to operate digital temperature control systems
5. Physical Requirements *In compliance w/the Americans w/Disabilities Act the following represents the Physical/Environmental Demands
 - a. Requires a majority of time standing and walking, generally with repetitive use of arms and hands.

- b. Weights of objects to be lifted, carried or pushed/pulled will range from five (5) to sixty (60) pounds.
- c. Climbing of stairs is often required as well as simultaneous use of the hands, wrists and fingers.
- d. Must be able to climb ladders and work at heights up to 24 feet.
- e. Some time is spent inside with exposure to chemicals and noise.
- f. Ability to operate cleaning equipment such as scrubbers and vacuums.

Hours: This is a day time 40 hour a week position Monday thru Friday. Emergency hours may be necessary.