



## TITLE: Facilities Manager

### GENERAL SUMMARY:

The Facilities Manager serves Redeemer Community Church by caring for the church buildings and helping to steward the space the church has been blessed with.

### QUALIFICATIONS:

- 18 years of age or older
- Complete and pass a Criminal History and Background Check
- Preferred experience in cleaning or general maintenance
- Preferred skills with basic tools and/or power tools
- Must be able to lift 20-30 lbs and perform all physical job qualifications (lifting, climbing, bending, etc.)

### SPECIFIC DUTIES AND RESPONSIBILITIES:

#### Cleaning

- Clean sanctuary, fellowship hall, and office buildings on a weekly basis. *Includes: sweeping, mopping, vacuuming, cleaning and dusting surfaces, cleaning and disinfecting all bathroom fixtures, spot cleaning windows and other vertical surfaces, removing garbage, replacing paper products and soap as needed*
- Clean church buildings after special events, with prior arrangement

#### Facility Maintenance

- Perform general facility maintenance duties such as: replacing light bulbs, etc.
- Coordinate routine maintenance and scheduled service visits with facility contractors: HVAC, plumbing, pest control, safety and security

#### General Utility

- Set up/tear down tables and chairs or other equipment for classes and events

### POSITION TYPE:

- Part time, hourly
- 15-20 hours per week
- Schedule to be determined

### COMMUNICATION FLOW:

- Reports directly to the Director of Worship & Operations
- Maintains clear communication with Redeemer staff regarding maintenance and facility needs

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Name, Facilities Manager



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Lead Pastor