



<u>Title:</u>	Facilities Specialist
<u>Directly Reports To:</u>	Pastor and Buildings and Maintenance Chair
<u>Work Schedule:</u>	Onsite Sunday mornings and 1-2 additional days per week. Variable hours: 15-25 hours per month
<u>Probationary Period:</u>	The first 90 days of employment will constitute a probationary period during which period the Church may, in its absolute discretion, terminate the Facilities Specialist's employment for any reason without cause or notice.

Nature and Scope of Position

The Facilities Specialist reports to the Pastor and works closely with Office Manager and Building & Maintenance Committee Head & members to maintain the Church, Chapel, Manse and Parish House. This role actively supports the Church in sharing its core values, mission statement and ministries to Church members, the community, vendors and Church leadership teams which is made of the Session and Deacons.

Sunday Morning Responsibilities:

- Open (8:30) and close the Church after the last services/events are completed.
- Ensure all entrances to Church are clear and safe for members
- Check lighting and temperature settings, replace bulbs as necessary
- Check restrooms for required supplies and cleanliness.
- Confirm flowers and all furniture are in proper places before services
- Check that coffee pot is turned on for fellowship
- Take out garbage after last service/meeting of the day
- Coordinate with Worship & Music committee to prepare for liturgical seasons (i.e., hang banners or Christmas/Easter decorations)

Weekly & Ongoing Responsibilities:

- Check boiler water levels
- Take garbage out for regularly scheduled pickups
- Perform a visual check of all Church properties (outside of Sundays)
- Ensure our external cleaning provider, Nemo, consistently delivers superior service
- Obtain & maintain a central list of approved contractors, vendors and emergency contacts from Buildings & Maintenance Committee
- Perform routine repairs and immediately escalate non-routine issues to the Buildings & Maintenance Committee Chair.

- Coordinate the scheduling of vendors and contractors in conjunction with the Office Manager and Building & Maintenance Committee Chair.
- Regularly inspect basement area and roof drains
- Maintain outside light timers for Church and Parish House
- Notify Office Manager of needed supplies.
- Oversee and test multiple security systems
- Respond and coordinate actions with the Pastor & Building & Maintenance Committee in the event of emergencies

Special Events:

- Work with each event coordinator or Committee head to confirm and provide all services needed to support special events.
- Retrieve, set up and take down all special decorations.
- Set up tables, chairs and other items necessary to support event.

Skills/Competencies:

- Excellent communication skills and empathy to effectively represent the Church and respond to a wide variety of individuals, in person, by email and over the phone.
- Strong organizational and time management skills.
- Must respond to requests in a measured, respectful, compassionate and timely manner.
- Maintain strict confidentiality with personal and sensitive information that may be disclosed by Church members or learned through interactions with the Pastor or Church staff.
- Self-motivated and able to carry out job responsibilities with minimal supervision.
- Versatility, flexibility and a willingness to adapt to changing priorities and learn new systems

Preferred Education and Experience:

- High School Degree
- 2-4 years of demonstrated maintenance experience
- Demonstrated experience and proficiency in QuickBooks
- Applicants must be authorized to work in the US.
- Applicants will be required to successfully complete a criminal and credit background check as a condition of employment.

The Church's equal employment policy and its commitment to maintaining a diverse work force is based upon moral, practical and legal considerations. There will be no discrimination in hiring on the basis of race, color, sex, religion, national origin, ancestry, marital status, sexual orientation, age, disability, military or veteran status, genetic predisposition or carrier status or any other characteristic protected by federal, state or local law. All other personnel decisions including, but not limited to, promotions, compensation, benefits, training, education, disciplinary actions, and dismissals shall be made without regard to those factors.