



Facilities Manager Job Description

[Church of the Saviour](#) is a non-denominational Christ-centered church of approximately 1,000 people in the Philadelphia suburb of Wayne, Pennsylvania. We are called by Jesus Christ to engage people in our community and beyond to the glory of God. We take the Great Commission and the Great Commandment seriously. We generously support local outreach and global missions. We have personally experienced the Good News of Jesus Christ and now count it a privilege and responsibility to be ministers of reconciliation to a lost and hurting world. We depend on the Holy Spirit to enable and empower us to fulfill God's plan for our lives and our church. We are certain that Christ is supreme in all things, and we know we are most fully alive and fulfilled when we are glorifying the Lord most fully.

The Facilities Manager provides hands-on oversight of the Facilities Team to maintain an exceptional standard of cleanliness and security of all church buildings, equipment, and resources. Church of the Saviour's campus contains eleven buildings situated on thirty-five acres.

The Facilities Manager will report directly to the Executive Director of Operations and collaborate with the Operations Team as needed. This position is full time, exempt, and will include but is not limited to the following essential job functions:

Primary Responsibilities

- **Demonstrates a servant attitude and willingness to respond quickly to and courteously with others.**
- **Train and develop the Facilities Team in:**
 - Providing prompt pre-event set-up and post-event clean-up for each ministry event.
 - Best practices/methods to maintain an exceptional standard of cleanliness.
 - Securing church facilities and buildings.
 - Prompt and professional response to Housekeeping calls.
 - Assisting with snow and ice removal (primarily walkways).

- **Provide prompt pre-event set-up and post-event clean-up for each ministry event according to the resource/space management system (currently eSPACE).**
 - Prepare each room for ministry activity, which includes but is not limited to setting up audio/visual equipment, tables, chairs, coffee, room temperature, etc.
 - Assist in set-ups and clean-ups for special events (i.e., Sunday worship, weddings, funerals, concerts, seminars, etc.)
 - Maintain a working knowledge of ministry schedules.

- **Maintain an exceptional standard of cleanliness of all church buildings.**
 - Critique/view campus from a visitor's perspective.
 - Develop and maintain a Weekly Job Board for all Facilities staff.
 - Perform housekeeping duties of dusting, vacuuming, cleaning, etc.
 - Perform regular cleaning of bathrooms, kitchens, hallways, rooms, windows, and floors.
 - Floor cleaning to include extracting, shampooing, polishing/buffing, sweeping, and/or vacuuming.
 - Perform regular deep-cleaning/restoration of bathrooms, kitchens, floors, and other high-use areas.
 - Monitor inventory of supplies specific to housekeeping and reorder when necessary, staying within allotted budget.
 - Monitor first aid inventories and reorder when necessary, staying within allotted budget.

- **Secure church facilities and buildings.**
 - Understand and comply with approved emergency plans for events including, but not limited to medical emergency of congregation members, emergency evacuation due to fire or other threat anywhere on campus, etc.
 - Understand and comply with approved procedures regarding:
 - requests to access rooms, kitchen, etc.
 - alarming each building at the end of daily scheduled activities.
 - Monitor first aid inventories and reorder when necessary.

- **Ensure that Facilities calls are responded to promptly and in a professional manner.**
 - Recognize that the Facilities phone is not only used for facility requests, but for emergency situations as well.
 - Ensure that the Facilities phone number is posted around campus.
 - Ability to guide emergency responders to a particular place on campus.
 - Ability to guide emergency responders to emergency equipment and supplies on campus (i.e., fire extinguishers, heart defibrillators, first aid kits, glucose tablets etc.)

- **Oversee our commercial kitchen in Building F (F-Kitchen)**
 - Obtain and maintain ServSafe certification and become our Chester County Health Department's Certified Food Manager.
 - Train volunteers in use of the F-Kitchen and maintain training records.
 - Prepare for the annual Chester County's inspection of the F-Kitchen.
- **Stay within the allotted housekeeping supplies and labor budgets as directed by the Executive Director & Finance Director.**
- **Perform other duties consistent with the mission of Church of the Saviour.**

Core Competencies and Values

- A positive attitude and professional demeanor.
- Well-developed interpersonal skills and emotional intelligence.
- Strong communication skills.
- Detail-oriented with strong organizational skills.
- Collaborates well with others by valuing people, affirming diverse gifts, and compromising appropriately.
- Manages individuals well by giving and receiving constructive feedback and resolving conflict effectively.
- Ability to multitask on several projects.
- Ability to perceive and prioritize ministry needs and provide prompt service.
- A self-starter seeking ways for continuous improvement.

Qualifications

- A clear profession of faith in Christ coupled with a consistent close walk with Christ and evidence of spiritual maturity.
- A heart for transformational life-on-life ministry that sees this position as a calling and not merely a job.
- Demonstrates servant leadership to develop and motivate quality work performance.
- Able to recruit volunteers and develop teams.
- Ability to communicate praise and use corrective discipline when appropriate.
- Minimum of two years of supervisory or management experience.
- Computer proficiency, specifically in Microsoft Office 365, Outlook, Word, and Excel.
- A working knowledge of all equipment, chemicals, and products needed to clean the facility effectively and safely.
- Willingness to work a flexible schedule to support the needs of ministry events.
- Some degree of physical fitness is required.
- Agreement with all aspects of [Church of the Saviour's Statement of Faith](#).
- Willingness to become a COS church member is strongly preferable.

Physical Demands and Work Environment

- Frequently required to stand.
- Frequently required to utilize hand and finger dexterity.
- Frequently required to walk, bend, stoop, or kneel.
- Frequently required to lift/push/carry items up to twenty-five (25) pounds.
- Occasionally required to lift/push/carry items up to fifty (50) pounds.
- Occasional exposure to pathogens and toxic chemicals when cleaning and sanitizing.
- Occasional exposure to outside weather conditions when moving between buildings.

Schedule: Monday-Friday, some nights and weekends required.

Average Hours/Week: 45-55 hours

Status: Full Time, Exempt

Location: Church of the Saviour – Wayne, PA

Reports To: Executive Director of Operations

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Church of the Saviour Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.

Please send your cover letter, resume, and 2-3 references and their contact info to cos@coswayne.org