**Position Title:** Full-time Facility Maintenance Manager

**Hours:**  40 hours per week **Pay:** $18- $22 per hour

**Reports to**:  Church Administrator

**Non**-**Exempt**

The Church Facility Maintenance Manager is responsible for the janitorial and minor maintenance needs of the church to ensure it is in good physical condition with a clean and neat appearance and smell. A solid working knowledge of general maintenance, housekeeping procedures, and public health and safety measures is required. The Facility Maintenance Manager must be a Christian (Christ Follower), who is also able to operate appropriate janitorial equipment correctly and safely. The Facility Maintenance Manager must be able to have positive relationships with vendors who can provide facility-related services in an efficient and cost-effective manner.

**Essential Duties and Responsibilities:**

* Efficiently manage and maintain the HVAC system.
* Recruit and train teams of volunteers to assist in keeping the facility clean and in optimal working condition.
* Perform daily walk-throughs to ensure the facility is safe, clean, and free hazards.
* Responsible for daily, weekly, and seasonal cleaning of offices, hallways and entrances, and classrooms, all of which involve dusting, mopping, vacuuming, and sweeping; stocking and cleaning bathrooms and kitchens, emptying trash.
* Assists church staff and church members in getting equipment, cleaning, and general preparation for church events.
* Outdoor maintenance jobs include caring for flower beds, shrubbery, and lawns; removal of snow and ice off sidewalks and porches in winter and removing leaves in the fall.
* Set up and breakdown of rooms, tables, and chairs for various events.
* Perform all other related duties as assigned by the Church Administrator.

**Professional, qualifications, Skills and Gifts**

* Ability to establish and maintain respectful, and productive work relationships with coworkers, staff members, and volunteers.
* Ability to safely perform all job functions without harm to self and others.
* Must meet the physical requirements of lifting up to 50 pounds unassisted.
* Must be able to exercise universal precautions and standards at all times.
* Must be able to operate basic floor equipment, scrubbers, buffers, extractors, shop vacs, etc.
* Must be able to follow written and oral job assignments and instructions.

**Personality**

* Promotes a positive “can do” attitude and working environment.
* Possesses excellent “people” skills.
* Possesses organizational and planning skills to accomplish tasks.
* Possesses a passion for excellence in all things.
* Committed to a personal spiritual growth and a healthy lifestyle.

*Please submit your Cover Letter and Resume to* [khubbard@spbaptist.org](mailto:khubbard@spbaptist.org)