



MEETINGHOUSE
CHURCH

Formerly
Colonial Church

Job Title: Assistant Facilities Manager

Reports to: Facilities Manager

Classification: Full time, Exempt

Direct Report: None; however, some work direction given to 1 FT and 5 PT staff

Denomination: Congregational

Role/Mission:

To assist in the leadership, direction and management for the care and use of Meetinghouse Church's property, building, equipment and facilities staff.

Responsibilities:

1. Assist in the hiring, training, scheduling and evaluation of facilities employees. Supervise tasks, prioritize workloads, ensure building is staffed for events. Provide a clean, safe, prepared and hospitable environment for all welcomed in the building.
2. Personally perform facilities duties such as opening and closing the building, cleaning, room setup and tear down, dishwashing, coffee and other beverage preparation for meetings, etc.
3. Oversee, operate and/or maintain all mechanical equipment. Assist in managing preventative maintenance and identify improvements and potential long term needs.
4. Learn the budget and planning process to maintain the building and grounds. Monitor and order supplies, monitor energy usage, and develop vendor relationships.
5. Be familiar with and implement church facility policies
6. Assist with room reservations, usage and set up procedures.
7. Monitor access and security issues to ensure a safe environment for employees and visitors
8. Be available to handle all buildings and grounds emergencies including fire and intrusion alarms, utility cutbacks, etc.
9. Empower Lay leaders to contribute to the care of the building
10. Work cross-functionally with other ministry areas
11. Participate in planning for cabling and wiring for A/V and technology needs
12. Be available to assist with large events and anticipate needs.
13. Develop relationships with professional organizations in order to grow in knowledge and responsibilities.

Essential Skills and Experience:

- Team coaching and relationship skills
- Building maintenance, planning and administration experience
- Knowledge of construction procedures and terminology
- Knowledge of workplace safety and building code requirements
- Proven organizational, project management and problem solving skills

- Strong interpersonal, communication and customer service skills
- Physically capable of navigating the building, using cleaning and maintenance equipment, climbing ladders, and lifting up to 50 pounds
- Ability to perform maintenance / Special Boilers License (acquire if don't currently hold)
- Desire to increase in responsibilities over time

To apply, send a cover letter and resume to EHansen@meetinghouse.church