

Title: Building & Grounds Manager

Exempt of Non Exempt: Non Exempt

Reports to: Pastor/Head of Staff

Date this description was created: March 27, 2019

Job Purpose:

Manage Building & Grounds needs to create an inviting environment and facilitate smooth functioning of programs and events at Faith Church.

Key Responsibilities:

1. Perform regular walk-through inspections of Faith Church building and grounds to detect problems and to verify that contract cleaning work is being performed appropriately.
2. Perform minor maintenance and repairs; arrange for and supervise other needed maintenance and repair work.
3. Schedule use of rooms in the church; program thermostats weekly to fit usage schedule; be sure room setups are done as needed; schedule Building Assistants to perform room setup work and other duties.
4. Oversee church alarm systems, elevator, HVAC etc, arranging for periodic inspections and testing as needed.
5. Meet with vendors and purchase supplies; arrange for and administer contracts for lawn care and snow removal.

Competencies:

- Works independently
- Experience with home or commercial building care
- "Handyman"-type aptitude and abilities
- Able to communicate well, verbally and in writing
- Personable, works well with others as a representative of Faith Church

Qualifications:

- Personal and/or work history demonstrating competencies for the job
- Physical ability to handle the job responsibilities
- Pass background screening
- Be a committed and growing disciple of Jesus Christ, modeling what it means to love God through your own words and life.

Contact Buck Day - buck@faithpres.org

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