

POSITION DESCRIPTION

WARWICK MEMORIAL UNITED METHODIST CHURCH Newport News, VA 23602

POSITION: Facilities Manager

SUPERVISED BY: SPRC Team

PRIMARY FUNCTIONS: Manage the maintenance and care of church facilities; encourage and facilitate new ministries to further serve the community and world.

QUALIFICATIONS: Have ability to: organize, pay attention to detail, train and work cooperatively with staff and volunteers within the community, delegate responsibility, Possess computer knowledge and skills. Have knowledge related to establishing and purchasing equipment and supplies

DUTIES AND RESPONSIBILITIES:

1. Purchase and manage supplies so that the kitchens and hospitality areas of the church are well stocked, providing a central location for supplies like disposable plates, cups, flat-wear, condiments, napkins and other supplies. Maintain supplies of Fair-Trade Coffee.
2. Coordinate the janitorial services for the church facilities. Oversee the general appearance, safety, and hospitality issues related to the entire facility. Schedule carpet and floor cleaning as approved by trustees. Order janitorial supplies as needed. Ensure cleaning supplies are as "green" as possible.
3. Coordinate and work with volunteer church members on facility improvements and maintenance upkeep.
4. Work closely with the trustees and ministry teams in preparing monthly reports reflecting concerns and conditions related to church facilities.
5. Serve as PORT Site Coordinator. Attend training session. Schedule and train partner church volunteers. Ensure adequate supplies are on hand. Secure showers for use. Schedule additional janitorial support when PORT is using the church facilities. Recruit, schedule, and train overnight representatives to supervise use of the facility by partner churches. Be on site as needed.
6. Act as liaison with Fire Marshall inspectors, Health Department Inspectors, Boiler Inspector, pest control contractor, fire alarm and fire extinguisher contractors.
7. Work with scouting coordinators to ensure appropriate use of church facilities.

8. Arrange for periodic maintenance as necessary on the man-lift.
9. Act as purchasing agent for trustees. Ensure that an adequate supply of exterior and interior specialty light bulbs is on hand.
10. Manage accounts as provided by finance committee. to include kitchen, audio-visual, and common store operating funds. Manage "K" accounts as assigned. Process monthly vouchers and spreadsheets.
11. Participate in yearly budget planning with trustees.
12. Conduct morning Inspection of church facility to assure it was secured from previous night. If not, contact teams so that they are aware of findings. Check thermostat settings and faucets for running water. Note by keeping thermostats and running water under control average saving a year \$9,000.00
13. Set up and break down tables and chairs for senior church and community groups.
14. Assist Kitchen Coordinator in ensuring that proper food service standards are met in preparation and storage of food. Schedule training and certification classes in order to ensure that food service workers maintain certification. Encourage "green" practices in the kitchens.
15. Maintain an active CPR/AED certification.
16. Attend trustee and leadership team meetings

HOURS: This is a parttime position Time off and other absences will be coordinated with the assigned supervisor.

DATE OF LAST POSITION REVISION: August 2021

DATE OF LAST PERFORMANCE REVIEW WITH EMPLOYEE: