

FIRST UNITED METHODIST CHURCH
Job Description – Director of Maintenance/Facility Coordinator

Reports to: Senior Pastor
Direct Supervisor: Senior Pastor
Status: Approximately 4-5 hours/week – with infrequent evening/weekend meetings Salaried position
FLSA Status: Non-exempt (Not eligible for overtime)

Job Summary

The purpose of this position is to support the mission of the church – “**To Make and Mature Disciples of Jesus Christ for the Transformation of The World**”. The Director of Maintenance/Facility Manager will supervise the custodial staff, order needed supplies, schedule and coordinate J.I.M.’s Place, and work with the program staff and church trustees to insure the care of all church facilities. (Church, Life Center, and J.I.M.’s Place)

Essential Functions

- Schedule custodial staff as needed outside of regular assigned hours.
- Supervise and evaluate job performance of maintenance staff.
- Order needed supplies and equipment.
- Organize custodial closets for efficiency.
- Schedule routine cleaning of HVAC and carpet.
- Schedule routine schedule of floor waxing & painting.
- Meet, schedule, and arrange with those requesting the use of J.I.M.’s Place.
- Attend staff meetings, Church Council, and Trustees as to maintenance needs of the facilities.
- Carry out any additional tasks as reasonably assigned by the Senior Pastor.

Core Competencies

- **Interpersonal Skills:** Work cooperatively with all staff, lay leadership, and custodial staff; represent the church to the wider community as we interact with agencies, families, and programs who utilize our facilities.
- **Management Skills:** Organize work to be done, direct custodial staff to specific needs, oversee performance, schedule
- **Professional Attitude:** Conduct yourself as a professional; master the job and work independently; be diligent; engender pride in your work and your staff members.
- **Confidentiality:** Information about who visits the staff and for what reasons; anything else of a sensitive nature must be kept confidential.
- **Desire to excel:** Strong desire to enhance our shared ministry through the ministry of facilities; production of work that inspires pride; consistent standard of pursuing excellence in all that you do.
- **Team Contributor:** Active interest in and positive interaction with our paid church staff and volunteer ministry leaders a way that encourages others and elevates our shared ministry as a team.

Qualifications

1. Comprehension of our church mission and annual goals and willingness to actively work in support of them.
2. Ability to use the internet and telephone for communication purposes.
3. Act in a professional manor, being helpful and pleasant, as a representative of Christ and our church.

Physical Requirements

- Ability to see well and hear well in person and on the telephone.
- Ability to lift up to 50 lbs when needed.
- Non-smoker during working hours (FUMC is a nonsmoking campus).

Compensation

- Salary, paid holidays, vacation, sick days, personal days.
- Travel expenses as needed.
- Retirement plan and other benefits as detailed in the current edition of the church staff handbook.

FIRST UNITED METHODIST CHURCH, 201 W. HIGH AVENUE, NEW PHILADELPHIA, OH 44663

Specific Duties and Responsibilities of the Facility Coordinator

1. Coordinate the use of J.I.M.'s Place facility. Coordinator will receive information directly from parties (through email or message left on phone messaging).
2. Determine that the person/group using the facility is within the mission, ethics, purpose and ministry of our church (i.e. no gambling or profit-making function). If any group wishing to use the church facilities does not fall within the mission of our church or our Christian principles, the Facility Coordinator has the authority to decline said group from using the facilities. If any group misuses, damages, or otherwise disrespects church property, the Facility Coordinator has the authority to decline the future use of the facilities to said group.
3. Contact the person/group for more information concerning their event and arrange entry time. If the person or group is new to the facility, schedule a time to meet and view the area. Larger events (banquets, receptions, etc.) may require at least 1 hour for this meeting. The form for the floor plan is provided and reviewed.
4. There are basically two types of groups. A regular group is a group that uses the facilities on a somewhat regular basis. They may meet weekly, monthly, quarterly or even annually. These groups generally require the same setup each time they meet. An initial Facility Use Form is completed generally one time and kept on file for future reference. Some of these groups (as appropriate) will be given keys to keep.
5. The second type of group is a group which would request the use of the facilities for one occasion. This type of group will require more engagement of the Facility Coordinator. A Facility Use form is completed and mailed by Coordinator. A copy of all Facility Use forms are kept in the Coordinator's notebook.
6. Information is added to the custodian's schedule. A laptop computer and desk is provided in the church office for this process.
7. On the day of the event, the coordinator will meet at the scheduled time, explain the lighting, thermostat, lockup procedure, etc.
8. The Facility Coordinator will generate a monthly schedule of events and include in church calendar. Arrangements of tables, chairs, media, sound, cleanup, teardown, etc, will be provided weekly for custodians to set up. Any changes in schedule will need to continually keep the custodians informed.
9. The Coordinator is responsible for security of J.I.M.'s Place through key accountability, and off hour security of the main church building through key accountability.
10. The Coordinator will also be responsible for printing signs for events and posting on the doors where the function is to be held (i.e. back or front of J.I.M.'s Place).
11. The Coordinator needs to monitor J.I.M.'s Place appliances for food, storage areas for tidiness, and help clean when necessary. Will wash dishcloths at J.I.M.'s Place.
12. The Coordinator will be available to take telephone calls by cell phone to assist with questions about upcoming event or questions while event is occurring.