

POSITION DESCRIPTION: FACILITY MANAGER**The Charlotte Church**

LOCATION: Charlotte, NC

FLSA STATUS: Exempt

KEY OBJECTIVE: Responsible for overall maintenance of the Charlotte Church facility and grounds

MAJOR DUTIES & RESPONSILITIES:

This Position Description neither states nor implies the duties delineated here comprise the sole duties and responsibilities assigned to or expected from this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

ADMINISTRATIVE

- Order all maintenance supplies needed for grounds and building
- Maintain calendar of scheduled facility events, along with rooms and other resources required for each event.

CUSTODIAL

- Maintain the general cleanliness and order of the Charlotte Church facility/buildings
- Empty trash, vacuum carpets/rugs, mop/polish floors; clean refrigerators, bathrooms, windows
- Stock paper towel / toilet paper dispensers and ensure trash receptacles have liners/bags

FACILITY AND ASSOCIATED BUILDINGS

- Effect all needed facility repairs or contract services to do so with administrator's approval
- Schedule facility usage
- Supervise setup and stowage of chairs, tables, podiums, and A/V equipment for regular and special events
- Supervise access to facility
- Issue and maintain positive accountability of all keys and/or access cards
- Coordinate with the security alarm monitoring service to respond to all facility alarms
- Ensure the general security and maintenance of all facility buildings on property
- Supervise work of all contracted building services

GROUNDS AND PARKING LOT

- Maintain the general cleanliness, repair, and order of the church grounds and parking lot
- Hire contractor(s) to landscape grass and maintain other plants as needed with administrator's approval
- Supervise work of all contracted grounds services
- Maintain exterior church signage

WORKING HOURS:

Working hours will vary week-to-week, based on scheduling of events and maintenance. Some weekend and evening hours will be required.

REPORTING RELATIONSHIPS:

This position reports directly to the Charlotte Church Administrator and indirectly to the Administrative team.

REQUIRED QUALIFICATIONS:

1. Must pass federal, state, and local criminal background checks along with credit check.
2. Must be able to maintain strict confidentiality of sensitive/nonpublic church information and sign a confidentiality agreement.

DESIRED SKILLS AND QUALIFICATIONS:

- 3-5 years' experience in related position(s)
- Good communication skills, both verbal and written
- Ability to work independently to complete required tasks and other assignments given, while maintaining lines of communication with administrative staff
- Ability to manage work projects to completion, keeping quality of work and cost in mind
- Comfortable working on a computer to send/receive emails, create/maintain schedules, and other tasks