



## **Job Description for Encounter Church Facilities Manager:**

**Position Summary:** The Facilities Manager will have a sense of ownership of our buildings, creating a clean and welcoming environment for our congregation, visitors, and staff. Responsibilities encompass various custodial tasks, including performing routine cleaning, making minor repairs, restocking supplies, and supporting event and rental preparations.

### **Responsibilities:**

- **Cleaning and Maintenance:** Ensure both locations [Kentwood and Fulton Heights] are clean and well-maintained, including bathrooms, lobbies, auditoriums, cafes, and meeting rooms. Perform both weekly duties and daily spot cleaning to uphold a high standard of cleanliness.
- **Maintenance and Repairs:** Perform maintenance tasks such as restocking bathrooms and changing light bulbs, making minor repairs to maintain the functionality of church facilities.
- **Event Support:** Assist with event preparations and clean-up, ensuring spaces are set up appropriately and promptly cleaned after events such as weddings or funerals.
- **Rental Management:** Manage all building rentals, organizing all details with potential renters including, providing a host, communicating Encounter rental policies, and confirming the time and date with Encounter staff.
- **Inventory Management:** Regularly take inventory of cleaning supplies and other necessary items, and orders supplies as needed through supervisor.
- **Team Collaboration:** Work closely with volunteer support teams and church staff to coordinate cleaning efforts and ensure all areas are properly stocked with necessary items.

### **Requirements:**

- **Motivation:** Show motivation to work, both independently and as a team, and deliver thorough and efficient custodial support.
- **Custodial Experience:** Prior custodial experience or relevant training is preferred.
- **Physical Ability:** Ability to lift up to 20 lbs. and willingness to undergo a background check.
- **Communication Skills:** Good communication, comprehension, and interpersonal skills to interact effectively with others.
- **Flexibility:** Display flexibility to adjust your schedule to meet the needs of the church.

Salary: \$18 per hour. Up to 25 hours per week  
Asking for a commitment of at least one year  
About 10-12 hours at each location weekly (Monday and Friday are preferred)  
Additional events as requested such as: Good Friday, Trunk or Treat, and Christmas  
Additional hours available for rentals  
Reports to Guest Experience Director

# FACILITIES

## Custodial Check-List

*Ownership of the physical environment at Encounter Church allows us to fulfill our mission.*

### WEEKLY:

- Empty trash throughout each building
- Vacuum all areas
- Mop entry areas
- Clean and sanitize all bathrooms, empty trash, stock paper/soap/feminine hygiene products, mop floors, mirror glass
- Wipe down all surfaces in Cafe areas (tops & bottom of tables, chairs, counters, espresso machine & grounds box)
- Kids spaces:
  - Wipe all hard surfaces down with surface spray & micro fiber cloth (please **do not use** clorox wipes)
  - Chairs & stools stacked on top of tables and floor swept or vacuumed underneath
- Clean Sanctuary floors and arrange chairs (restock tissues as needed)

### MONTHLY or as needed:

- Spider webs in all spaces - run duster along baseboards & up corners in for each wall
- Clean entry door glass
- Clean floors in offices and dust surfaces
- Youth room deep clean
- Wipe down doors and handles
- Dust office spaces (desks + computer screens)