

Facility Manager Job Description Lifehouse Church

Annual Salary/Hours \$7,800 10hr/wk

A church facility manager ensures that each campus is appropriately cared for and ready for scheduled activities. As facility manager you may provide landscaping care, maintain the building and equipment or prepare the building for services and special events, such as weddings, funerals, workshops and classes.

- Follow a regular schedule to inspect the interior and exterior of the church to ensure that the building and equipment stay in working order. Inspect the grounds for hazards and perform necessary care such as hedge and tree trimming, weeding in the flowerbeds and litter control.
- Collect and see that maintenance requests are carried out. Prior to winter the checklist will include winterizing the building, checking the heating system and storing lawn equipment. Prior to summer verify that air conditioners function, lawn equipment is ready for use and spring plantings are done on schedule. Inspect the building and roof following a violent storm to determine if any repairs are needed.
- The church facility manager may either contract out maintenance services not supplied by church staff or utilize volunteers. Maintain a working relationship with volunteers who may provide some of the required services, notifying them of possible projects and reducing the church expenditures. When volunteers and church staff cannot provide the needed repairs, contact local contractors with a list of needs, take bids and assist the pastor or business manager to determine who will supply the necessary services. Supervise the work and verify the charges on the final bill.
- Keep records up to date and organized
- Other duties as assigned.
- The Facility Manager reports to the Executive Director.

Character:

1. Must be a committed follower of Jesus Christ, seeking to develop her own personal and devotional relationship with Jesus Christ.
2. Must be willing to do the right thing, even when the right thing is hard to do.
3. Must be able to support and work within the mission, vision, and values of Lifehouse Church.

