



GYMFINITY INTERNATIONAL

FACILITY MANAGER

Location: Kaiserslautern, Germany

Employment Type: Mini-Job / Part-Time || Flexible Schedule (deadlines required)

Department: Internal Operations

Reports to: Gym Director

Position Overview

The Facility Manager is responsible for the overall maintenance, cleanliness, safety, and functionality of the gymnastics gym facility. This role ensures that the building and all equipment are maintained to high operational and safety standards. While work hours are flexible and self-managed, all assigned tasks and deadlines must be consistently met, especially adherence to the city trash pickup schedule.

This role begins under Germany's mini-job employment status (tax-free) during the initial training period, with opportunities to advance to part-time based on performance and growth within the organization.

Key Responsibilities

BUILDING & EQUIPMENT MAINTENANCE

- Perform routine inspections of the facility, including gym floors, mats, beams, bars, trampolines, pits, padding, heating and ventilation systems, lighting, plumbing, and related areas.
- Conduct basic repairs and preventative maintenance.
- Ensure all gymnastics equipment is safe, secure, and compliant with safety standards.
- Maintain walls, ceilings, doors, windows, and flooring in good repair.
- Replace light fixtures and bulbs as needed.
- Address minor plumbing issues (clogs, leaks, fixtures).
- Maintain entryways, parking areas, and exterior spaces, including seasonal needs such as snow removal or debris management.

CLEANING & SANITATION OVERSIGHT

- Maintain high cleanliness standards throughout the gym, lobby, restrooms, offices, storage areas, and viewing areas.
- Perform scheduled deep cleaning tasks.
- Manage staff cleaning schedules and checklists, ensuring completion of assigned tasks.
- Conduct periodic quality checks of cleaning work.
- Ensure sanitation standards support athlete and staff health and safety.

TRASH & WASTE MANAGEMENT *(Priority Responsibility)*

- Oversee regular collection and removal of interior trash.
- Ensure trash bins are placed at the curb on designated city pickup days and returned promptly after collection.
- Manage recycling processes, including Pfand and glass disposal where applicable.
- Prevent overflow, odor, or sanitation issues related to waste.
- Manage waste disposal for special events.

INVENTORY & SUPPLY MANAGEMENT

- Coordinate with administration to maintain adequate stock of cleaning supplies, paper products, maintenance materials and tools, facility consumables, and facility access items (keys, locks, etc.).
- Track inventory levels and anticipate supply needs, while ensuring cost-effective purchasing.
- Maintain organized and labelled storage areas.

CONTRACTOR COORDINATION

- Identify issues beyond the scope of in-house repairs.
- Coordinate and schedule licensed contractors (electricians, plumbers, technicians, etc.).
- Oversee contractor work to ensure quality and completion.
- Maintain records of facility service and repairs.

SAFETY & COMPLIANCE

- Ensure compliance with local fire codes and safety regulations.
- Maintain fire safety equipment (extinguishers, alarms, exit signage).

- Conduct regular safety checks and hazard assessments, addressing potential risks promptly.
- Support emergency preparedness procedures.
- Maintain incident and maintenance logs.

OPERATIONAL SUPPORT

- Assist with equipment setup and facility preparation for events, competitions, camps, and special programs.
 - Maintain a professional facility appearance at all times.
 - Communicate proactively with management regarding facility needs or issues.
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Qualifications

- Fluency in both English and German.
 - Prior facility maintenance or property management experience preferred.
 - Basic knowledge of general repairs, including plumbing, electrical, and structural work.
 - Strong organizational and time-management skills.
 - Ability to work independently and manage a flexible schedule responsibly.
 - Ability to lift and move heavy equipment and supplies.
 - Strong communication and problem-solving skills.
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Compensation

Gymfinity International offers a structured compensation system that rewards experience, responsibility, and longevity. All staff begin with a short paid training period under Germany's mini-job status at minimum wage. Employees who choose to remain in mini-job status continue at minimum wage, while those transitioning to part-time positions receive an adjusted pay rate based on expanded hours and responsibilities. Opportunities for pay increases are provided through annual performance reviews.

Work Authorization

Gymfinity International is a German company (GmbH). Applicants must have legal authorization to work in Germany, such as EU citizenship, EU residency rights, SOFA status, or a valid German work visa. EU citizens and individuals with SOFA status do not require a separate work visa.

Applicants with other citizenship statuses must secure appropriate work authorization prior to employment.

Work Schedule

- Flexible, self-managed schedule.
 - Work hours are determined by the Facility Manager and coordinated to avoid disruption to scheduled classes.
 - All maintenance tasks, deadlines, and the city trash pickup schedule must be consistently met.
 - Availability may be required for special events, urgent repairs, or occasional last-minute service needs (e.g., snow removal).
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Apply

Interested candidates should fill out our [General Application](#) and attach a **short CV and introduction**.