Weekend Facilities Manager

Job Overview

The Weekend Facilities Manager is responsible for the cleaning, maintenance, and locking up of the church grounds and buildings, as well as the set-up and cleanup of worship services, meetings, and other church events on the weekends.

Responsibilities and Duties

- Ensure church facilities are clean and ready for services on Sunday morning. Bring all trash to the dumpsters in the parish parking lot.
- Check all grounds and sidewalks for trash and use leaf blower to blow off sidewalks before services on Sunday.
- Open and close facilities on Saturday and Sunday, including locking-up.
- Set up and break down tables and chairs as needed for parish events and use of church facilities by outside groups. Ensure that all areas are neat and clean between events.
- Ensure restrooms are clean and stocked with paper products and other staple supplies.
- Ensure the Cleaning Kitchen is kept clean after events requiring use of the kitchen.
- Wash, dry, and put up dishes as needed.
- Make coffee and assist with hospitality volunteers to set up and clean up coffee hour on Sundays.
- Other janitorial, maintenance and grounds duties as required.

Physical demands

The position involves work in a wide range of conditions that can be physically demanding. The Weekend Facilities Manager must be able to:

- Lift/carry/push weights up to 50 lbs.
- Climb, crawl, stoop and kneel.
- Operate and properly manage small lawn equipment, such as a leaf blower, and other equipment.
- Capable of working both inside and outside, in a variety of conditions; and an awareness of working in an environment which occasionally necessitates the use and safe handling of hazardous materials such as cleaning materials and fluids.

Hours

- Sunday: 7am-1pm – See responsibilities and duties above
- Saturday: 9am-2pm – Clean office building. Potential additional work on Saturdays as needed for funerals, weddings, or other events.
- Christmas Eve: 3pm-12 midnight
- Easter Eve: 6pm-10pm

Please contact:

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