

ST. ANDREW LUTHERAN CHURCH
Job Description

TITLE: Evening Facility Manager / Part-Time 20 hours/week, Hourly

REPORTS TO: Parish Executive

JOB SUMMARY

The Evening Facility Manager provides hospitality to those using the facility in the evenings and completes custodial work, light maintenance duties and security for the building and grounds.

QUALIFICATIONS:

1. A vital Christian faith.
2. Excellent interpersonal and communication skills.
3. Ability to work with a wide variety of people, including Pastoral staff, support staff, St. Andrew members, volunteers and guests.
4. Self-motivated, able to work independently and follow through on all work as assigned.
5. Ability to lift and carry up to 60 pounds.
6. Dependability is required.
7. Prior work experience preferred.

MISSION:

St. Andrew Lutheran Church is committed to Proclaim, Serve and Nurture through the good news of Jesus Christ. The Evening Facility Manager supports this mission by providing hospitality and care of the facility.

GENERAL ACCOUNTABILITIES AND ESSENTIAL FUNCTIONS:

1. **Hospitality**
 - a. Provide set-up for evening meetings and events,
 - b. Greet, answer questions and orient people new to the facility, and,
 - c. Set-up tables and chairs and miscellaneous furnishings according to the needs in the building for the next day.
2. **Light Maintenance:**
 - a. Complete light maintenance work,
 - b. Notify the Parish Executive of larger maintenance issues, and,
 - c. Work with members of the Property Committee on projects as assigned.
3. **Custodial**
 - a. Clean assigned areas throughout the building for the purpose of maintaining a sanitary, safe and attractive environment,
 - b. Coordinate with Housekeeper as necessary, and,
 - c. Complete annual or semi-annual tasks such as floor refinishing, etc. which may be scheduled outside the regular work schedule.
4. **Security:**
 - a. Check-in with anyone still in the building at the end of the shift,
 - b. Close all windows and turn off lights, and,
 - c. Lock all doors for overnight security.

The above accountabilities represent work performed by this position and is not all-inclusive. The omission of a specific accountability will not preclude it from the position if the work is similar, related, or a logical extension of the position.

To apply, submit cover letter, resume, and 3 references to jtrom@standrewlutheran.com by 5pm Wednesday, June 21, 2017.