

PARISH: St. Jude-Redmond

TITLE: *Facility & Maintenance Coordinator*

NAME:

REPORTS TO: Pastor

DATE:

GRADE:

I. POSITION PURPOSE

Oversees and/or provides custodial services to grounds and buildings to enhance the image of the parish, and to provide a suitable and healthy environment for building occupants.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Represent the parish when dealing with outside contractors in all major maintenance, construction and minor renovation projects. Works with contractors in bid process on maintenance projects
2. Establishes work priorities with supervisor and provides training and work direction to helpers, volunteers, and/or janitorial firms or vendors.
3. Diagnoses problems and does small repairs or calls on parish volunteers to assist in good stewardship of buildings and grounds.
4. Assures preventive maintenance to buildings and grounds to minimize plumbing, mechanical, electrical, heating and air conditioning system failures. Calls in and supervises work of professional contractors and vendors as needed.
5. Directs the safety program and serves as member of Parish Safety Committee. Keeps the Safety Board current and up to date. Attends Custodial, Safety and Facilities trainings as directed and maintains a level of knowledge and skills required for this position.

III. SECONDARY FUNCTIONS

6. Assures regular floor cleaning of the Church, Narthex, Hall, Kitchen, Classrooms, Lovett Hall, Parish Office, and other buildings and storage areas; assures order and neatness as appropriate.
7. Assures shrubbery and grounds are pruned, watered and well kept.
8. Sets up for scheduled Parish meetings, Faith Formation classes, Funerals, and Special events (e.g., chairs, tables and other equipment); Involves and coordinates volunteers in set-up and clean up of large parish special events.

9. Supply and spot clean parish bathrooms as needed. Spot carpet cleaning—vacuum and spot removal. Changes out light bulbs as needed. Empties garbage cans throughout the facility as needed.

10. Work with supervisor to assure attention to and completion of Annual/Monthly Maintenance Schedule. Which should include monthly cleaning and maintenance of Baptismal Font; monthly check and cleaning of kitchen and bathroom exhaust fan grills, outside storm drains, gutters and downspouts.

11. Assures that Parish Hall and Lovett Hall Kitchens are clean after events and ready for next use.

12. Assures that buildings are secure when not in use.

13. Is available on-call 24 hours/day for emergencies.

14. Capable of effectively handling the physical demands of the job, which can involve pushing/lifting 50lbs, climbing ladders, constant bending and lifting, and working from knees or low to the floor.

15. Performs other duties as may be assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____