



Position: Facility Manager

Purpose:

Under the direction of the Business Administrator, this position is responsible for the cleaning and maintenance of the newly renovated and expanded facility to ensure that anyone who walks through the doors of the church feels welcomed, appreciated, and cared for. The Facility Manager will take pride in a well-maintained facility and be forward thinking in ensuring its longevity. This position will develop processes and systems to facilitate the smooth daily operations of the facility. This position will potentially serve as supervisor to other custodial staff in the future.

Hours: 40 hours per week, with some nights and weekends on a rotating schedule

Benefits: Individual health, retirement contribution, and paid time off

The goal of the Facility Manager is to help us live out our mission through being a warm, welcoming place so we can lead even more people to a lifelong faith in Jesus Christ.

Key Job Duties & Responsibilities:

1. *Cleaning & Room Management:* This role will ensure that the entire building, including the preschool wing, is cleaned to a high standard, including but not limited to vacuuming, mopping, sanitizing, scrubbing, washing windows, dusting, and taking out trash. The Facility Manager will also be responsible for following the worship and event schedule in order to ensure that all rooms are both cleaned and furnished to the needs of the group.
2. *Repairs & Maintenance:* This role will perform basic repairs, as well as schedule and supervise maintenance repair work. This role will oversee the security of the building and grounds. The Facility Manager will also maintain a current record of facility maintenance.

3. *Supplies Management.* This role will manage the current inventory of supplies and communicate with the Office Manager to order supplies within a set budget.
4. *Communication:* This person will demonstrate excellent verbal and written communication and possess great customer service skills. This position is responsible for timely communication with the Business Administrator, Office Manager, and other Custodial staff. This will include communicating facility supply needs, scheduling adjustments, and maintenance issues. This includes setting up and improving processes that facilitate everyday operations—from maintenance requests to room reservations.

Required Qualifications:

- High school diploma or higher
- Minimum of 3 years of custodial or facility management experience
- Demonstrated ability to prioritize work and meet deadlines
- Boiler Operator license is a positive, but not required
- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management
- Must be well-organized, detail oriented, and customer focused
- Strong procurement and negotiation skills
- Must be able to work independently without direct supervision
- Willingness to learn, grow, and adapt in a fast-paced environment
- Must be able to pass a background check

Working Conditions:

- Reports to Business Administrator
- In-person work environment
- Night and weekend work at times required
- Routine heavy lifting required (up to 50 pounds)
- Physical strength and agility are required to operate cleaning equipment, to safely lift and carry furniture and trash, and to repeatedly bend, stoop and twist. Working conditions include standing and/or walking for long periods of time, climbing, and potential exposure to bodily fluids.

If you meet the qualifications and would like to apply, please send your resume to Calvary Lutheran Church via email at [hiring@calvaryalex.org](mailto: hiring@calvaryalex.org). Inquiries can be directed to Katie Rentschler, Business Administrator by calling 320.763.5178. More information about Calvary Lutheran Church can be found on our website at www.calvaryalex.org.

