

**Job Title:**

StoneBridge Facilities Manager

**Job Description:**

We are seeking a detail-oriented Facilities Manager to oversee the daily operations, maintenance, and upkeep of our church's facilities. The ideal candidate will proactively ensure the church remains a welcoming and functional environment, maintaining safety, cleanliness, and readiness for all services, events, and ministries. This role is essential to supporting the church's mission by keeping the building and grounds in excellent condition.

**Position Details:**

- **Type:** Part-Time
- **Hours:** Approximately 20 hours per week
- **Schedule:** Flexible, 3-4 days per week
- **Compensation:** \$18 - \$22 per hour
- **Reports to:** Director of Operations, Taylor Payne

**Responsibilities**

**Facility Presentation:** Ensure the facilities are always ready to welcome guests, with attention to detail akin to a homeowner.

- Ensure furniture is in proper locations.
- Manage lighting and locks according to the schedule.
- Maintain overall cleanliness, including interiors, restrooms, and trash.
- Oversee the upkeep of grounds, including the creek area.

**General Facility Maintenance:** Utilize practical maintenance skills to make sure all aspects of the facility are in working order.

- Perform basic handyman-type repairs and troubleshooting.
- Collaborate with Ministry Areas to complete tasks and projects.
- Ensure HVAC, plumbing, and electrical systems are functioning correctly.
- Coordinate with external service providers for specialized repairs and maintenance.
- Oversee periodic maintenance tasks (carpet cleaning, landscaping)

**Event Preparation & Support:** Prepare facilities for church events, services, meetings, and programs.

- Ensure sanctuary and rooms are properly arranged for each event (including Sunday Baptisms)
- Lead set up and take down activities before and after each event.
- Arrange tables, chairs, and other accessories as needed.

- Assist with parking lot event setup and take down.
- Coordinate volunteers to assist with event preparations.

**Inventory & Supplies Management:** Support ministry by keeping all areas stocked with essential supplies

- Manage orders for cleaning supplies, building materials, and other necessary equipment.
- Ensure key church supplies, including restroom and hospitality items, are well-stocked.
- Perform weekly Costco runs to replenish essential supplies for all ministry areas.

**Building Safety & Security:** Protect guests by ensuring a safe environment and emergency preparedness.

- Maintain building safety by overseeing fire safety equipment and security systems.
- Ensure compliance with safety regulations.
- Monitor security protocols, including locking/unlocking doors and facilitating access.
- Manage safety and AED equipment.
- Oversee first aid supplies and procedures to ensure readiness for medical emergencies.
- Coordinate with on-site law enforcement and safety volunteers.
- Manage the parking team on Sundays.

## Qualifications

- Experience in facilities maintenance or a related field.
- Basic knowledge of building systems (HVAC, plumbing, electrical) preferred.
- Strong attention to detail and task prioritization skills.
- Flexibility to work evenings and weekends based on event schedules.
- Ability to perform physical tasks such as lifting up to 50 pounds, standing, walking, climbing ladders or stairs, and using tools.

## Application Process:

If you are passionate about supporting our ministry through facility stewardship, please submit an application and upload your resume [here](#) by **October 30, 2024**.