



## **Job Description**

### **FACILITIES MANAGER**

- I) **Primary Function:** Manage maintenance of building and grounds for Salford Mennonite Church and Child Care.
  
- II) **Relationships:** Shall report to the Church Administrator and the Child Care Center Director for direction in conjunction with the Trustees.
  
- III) **Time Commitment:** A full time position with night and weekend responsibilities for special events and conversion of facility for Church and Child Care operation needs.
  
- IV) **Major Responsibilities and Key Duties:**
  - A. Assume responsibility for the cleaning of the interior of the church with help provided as needed:
    - 1. weekly cleaning of building
    - 2. weekly cleaning of adult SS class rooms and SS supply room.
    - 3. removal of trash daily and recycling as needed.
    - 4. strip & wax floors.
    - 5. clean rugs as needed.
    - 6. clean Schoolhouse as needed.
    - 7. wash curtains in Nursery & bathrooms.
    - 8. Coordinate washing windows/1-2 times a year as part of all church workdays.
    - 9. follow extermination procedure.
    - 10. acid procedure for toilets/once a month.
  
  - B. Maintain the inventory of supplies needed for cleaning purposes and inventory of paper supplies.
  
  - C. Supervise the setting up and removal of special equipment needed for any scheduled meetings or events in connection with the person or committee that is planning the event:
    - 1. the arrangement of furniture in the Fellowship Hall.
    - 2. the arrangement of the classroom furniture for SS, Clubs, Child Care, etc.
    - 3. the arrangement of equipment such as projector, movie screen, risers, etc.
    - 4. the arrangement of the Sewing Circle equipment.
    - 5. the arrangement for locking and unlocking doors.
    - 6. the arrangement for regulating temperature in the building.
    - 7. the arrangement for removal of kitchen trash.

- D. Maintaining the grounds and rental property of the Salford Mennonite Church:
  - 1. mowing during season--grounds including Child Care Playgrounds and rental farmhouse.
  - 2. mulching, weeding and maintaining flower beds.
  - 3. maintaining outdoor equipment in consultation with the Trustees.
  - 4. facilitate snow removal.
  - 5. leaf removal.
  
- E.. Be available:
  - 1. during rehearsals, weddings and receptions held at Salford.
  - 2. during funerals.
  - 3. as otherwise requested by Trustees.
  
- F.. Open and close church building for scheduled church services:
  - 1. open doors.
  - 2. regulate temperature.
  - 3. lock up following service.
  
- G. Keep sidewalks clean and parking lot in good maintenance.
  
- H. Child care responsibilities
  - 1. Review and repair Child Care equipment and playground for safety and proper working order.
  - 2. Daily tasks and repairs as requested by Child Care.

V) The Facilities Manager is hired by the Trustees and is evaluated on an annual basis.

11/90 A.L.

Updated 1/95

Reviewed 1998-- no changes

Updated 11/03 -- mab

Updated 10/08

Updated 3/10 -- bwa

C:\Data\WP\MILLER\GD\1998pg\Trustees\CUSTODIA.PG

**SALFORD MENNONITE CHILD CARE  
CENTERS**



# Memorandum

---

**To: George Gaugler, Brad Alderfer**

**From: Linda L. Martin, Executive Director  
Traci Brunstetter, Salford Church Campus Director**

**Date: April 28, 2010**

**Subject: CHILD CARE RESPONSIBILITIES PART OF YOUR  
FACILITIES MANAGER JOB DESCRIPTION**

**Notes and understandings following the March 30, 2010 meeting with George,  
Brad, Linda and Traci.**

- 1. Current understanding of George's and SMCCC's relationship.**
  - a. SMCCC contributes 20% of your salary.**
  - b. George's Weekly responsibilities:**
    - i. Pick up filled and returning empty milk bottles**
    - ii. Recycling runs**
    - iii. Fixing things, organizing, daily requests.**
    - iv. Making sure fellowship hall is always ready for rainy day play on Mondays.**
    - v. Cleaning/take down/set up on Fridays and Sundays ( we need to have things be ready for rainy day play everyday starting on Mondays)**
    - vi. Keep all paper towel holders filled, soap dispensers, air fresheners (set a reoccurring scheduled task for this one).  
etc.**
  - c. George's Monthly responsibilities:**

- i. **Infant/toddler rugs cleaned monthly for sure. Let Traci know when these are completed. Hallway as you see fit. Haltemans wax floors July and November.**
- d. **Playground, daily, weekly, monthly, seasonal as it applies.**
  - i. **Mowing only when children are not outside in the playground or on the blacktop. Keep the grove grass mowed at least once/week around the sandbox area, because toddlers' legs are very short.**
  - ii. **EARLY SPRING: Power wash playground equipment and outside of little shed and porch in front of the grove shed every spring.**
  - iii. **Mulch flower beds**
  - iv. **Help with landscape and gardening upkeep, composting, tilling, top soil, getting sand etc.**
- e. **Teamwork wins Church is supplying the room, check goes to church. SMCCC has the relationship with TWW. George and SMCCC directors will monitor the storage of their "stuff".**
- f. **Setting up for special SMCCC events**
  - i. **SMCCC will place events on church calendar and include what is needed for the event. i.e, Director's Institute and teacher trainings.**
- g. **Snow plowing and cleaning communication**
  - i. **George informs Stan Godshall and trustees of snow plow needs after he hears from either Traci or I.**
  - ii. **George keeps the cleaners in the know when there is a church function that affects them like the Marv Derstine meal etc. I forgot to go over this in the meeting.**
  - iii. **George keeps watch on how the floors are cleaned each day by the cleaning service.**
    - 1. **Teachers feel the floors are often sticky. Joyce thinks it is the solution. George thinks they need more "elbow grease" George will go over this with the Haltemans and work out something that gets the floors clean. Under the high chairs in infant room is also a concern.**
- h. **Misc. safety issues that we forgot to talk about.**
  - i. **No cleaning products left in children's reach. Perhaps George's office door should be closed when it is not occupied because it is not a child friendly space.**

- i. Using Microsoft outlook for work orders. We need completed replies. And George can use that to ask us questions Calendar and Task e-mails are our most efficient way of communicating?**

**George's request~**

**We continue to place events on church calendar, this is where he gets his information**

**Like's getting child care newsletter**

**Any memo that we send out about cleaning to include him**