



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

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**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. 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