



Job Description

Job Title:	Facility Coordinator	Location:	Washingtonville
Position Type:	Part-Time Hourly (non-remote)	Reports To:	Campus Director
Hourly Pay Rate:	\$23.00	Workweek:	10-15 hours per week

GENERAL SUMMARY/PURPOSE

Lead teams and steward resources to ensure the location ministers to people excellently and efficiently.

RESPONSIBILITIES

- Oversee outside custodial contractors to ensure the buildings and grounds are always well-kept.
- Track budget items, inspections, work orders, schedules, and contractor bids.
- Recruit and lead teams to assist in setup / take down, cleaning, maintenance, and improvements
- Check all equipment to ensure it is always in good working condition.
- Oversee an asset replacement plan for the Washingtonville Campus
 - Conduct preventive inspections and make periodic reports to the Campus Director.
 - Produce a long-term replacement plan for the Campus Director’s review.
 - Make budget recommendations based on high-priority needs
- Keep informed of the church calendar and ensure that maintenance, custodial, and setup work is done accordingly.
- In consultation with the Campus Director, project and help present upcoming budget needs for the facility

QUALIFICATIONS AND EXPECTATIONS

- Passion and enthusiasm for the mission of Grace Community Church... “Reaching the Northeast and beyond for Christ by making fully devoted followers of Jesus.”
- Born-again Christian baptized as an adult, and an official (active and voting) member of Grace Community Church, or pursuing membership within six months of hire.
- Supportive and championing of the doctrine of Grace Community Church and the practices, teaching, and decisions of her leadership.
- Lifestyle that demonstrates committed Christian character and fosters an exemplary reputation.

ADDITIONAL NOTES:

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities of this job at any time.

Signature:		Date:	
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