The purpose of the job description is to define general and specific duties for each staff employed by Jacksonville First United Methodist Church which helps everyone as members of our Ministry Team. Job descriptions are developed and approved only by Staff Parish Relations Committee (SPRC) in cooperation with the Senior Pastor, and they will be reviewed at least annually. Questions or issues by staff relating to this job description that cannot be resolved by the Senior Pastor, or staff’s direct report, will be referred in writing to the Chair, SPRC.

The SPRC believes every position on staff should have measures that define their success in work performance. Although all duties are important, these measures **(BOLDED)** are chosen to ensure the broad score of staff’s responsibilities are being met and will be a gauge relating to remuneration and advancement.

Major measures of performance success for this position will be the condition of church property and buildings, overall cleanliness of facilities and vehicles, and current status of insurance and service/maintenance contracts.

Reports to the Senior Pastor who may assign other duties.

**GENERAL RESPONSIBILITIES**

-Manage Property, facilities, equipment and vehicles

-Coordinate with Trustees on all issues relating to property and facilities business

-Assist in the set up and take down of evens

**SPECIFIC RESPONSIBILITIES**

1. **Manage property, facilities, equipment and vehicles**

-Maintain property, facility and equipment maintenance schedules and logs, including but not limited to: Preventive maintenance; recurring contract maintenance, vehicle maintenance, repairs and cleaning, issues reported by staff and/or parishioners, painting, floor maintenance and improvements, lighting, audio-video equipment, office equipment, alarm systems, lawn care and maintenance (including seasonal work and sprinkler systems), van usage, maintenance and insurability of drivers.

-Establish and maintain an inventory of church property and equipment, and update it at least annually.

-Provide estimates for all capital improvements for approval by Trustees chairperson and/or Senior Pastor.

-Work with the Light Maintenance Team on maintenance opportunities around the church facilities.

-ensure facilities are ready for activities scheduled in the building (including set up, air/heat properly set, and restored to normal after use).

-Track equipment usage, rental, and facility usage.

-Ensure church policies and procedures are detailed to users and are followed.

-Establish and maintain the Security program for using facilities and maintaining

secure areas, especially for children. Lock and unlock buildings as needed and

coordinate with staff/volunteers as necessary.

**Coordinate with Trustees on all issues relating to property and facilities business**

-Coordinate Trustees meeting with the chairperson

-attend all Trustee meetings

-notify members of all meetings as quickly as possible

-inform Trustees of planned agenda items with the meeting reminders (in

accordance with office communications procedures)

-report maintenance issues and budget items at meetings

-coordinate capital improvements with Trustees

-Prepare and oversee building and equipment budget

-prepare draft budget for Trustees approval

-oversee budget and report progress at each meeting

-Inform Trustees chairperson and Senior Pastor of all urgent and emergency

matters immediately

-Review annually with Trustees insurance carriers and/or coverages.

**Oversee building and property security, maintenance and cleaning**

-Schedule and supervise part-time custodial staff and maintenance volunteers.

-Establish and maintain daily custodial checklists and review their completion

daily.

-Establish zones and ensure each zone is deep cleaned at least once a month.

-Ensure daily walk-through of all facilities to identify security, custodial and

maintenance issues.

-Record and resolve any issues reported through daily rounds in a timely fashion

suitable to urgency of the situation.

-Keep sidewalks stairs and entrances accessible (including snow/ice removal).