

Advertisement For Permanent Facilities Manager

Job Title: Facilities Manager

Salary: £[Insert Salary Here]

Pattern of Working: Full-time [If You Are Willing To Accept Applications For Doing This Job Part-Time Or As A Job Share Include That Here]

Responsible to: Church Administrator

Purpose of Role: Our church exists to spread the good news of Jesus Christ to our local area and to serve our church family members. We are looking for someone to help us in this by ensuring our church grounds and our church building are well maintained and can be opened safely to the public. *Please look below for a description of the responsibilities that the role entails.*

Contract type: This is a permanent, full-time role.

Job specific criteria (essential)

[Make A Bullet Point List Here Of All Criteria You Require In A Facilities Manager- any qualifications, number of years work experience, etc.]

Key responsibilities

1. Organise Church Events

- Set Up and Clear Down

2. Cleaning Responsibilities

[Make A Bullet Point List Of Rooms In Your Church That Your Facilities Manager Is Responsible For Cleaning]

Example

- Foyers
- Main Hall
- Stairwell
- Children's Ministry Rooms (Upstairs)
- Breaking of Bread- Equipment
- Coffee Machines

3. Oversee the storage areas within the [Your Church Name Here]
[Make A Bullet Point List Of Rooms In Your Church That Your Facilities Manager Is Responsible For Cleaning]

Example

- Main Store Room
- Electrical Cupboard
- Office Store Rooms
- Boiler Room

4. Oversee Heating Programme

- Organise Heating for Events
- Organise Hot Water for Events

5. Oversee the General Maintenance of [Your Church Name Here]

- General Painting and Decorating
- Carpet Cleaning
- Maintaining Toilets and Kitchen Facilities
- Replace Light Bulbs
- Maintain Fixtures and Fittings
- Ensure the internal and external windows are cleaned on a regular basis.

6. Oversee the Weekly/ Monthly/ Yearly Fire Regulation Checks

- Complete weekly Fire Alarm Test
- Complete a weekly emergency lighting test
- Check all fire extinguishers
- Complete the Fire Alarm Log book
- Complete an Annual Fire Risk Assessment Report.

7. Oversee Health and Safety Regulations

- Complete a risk assessment for the following on-going activities:
 - Sunday Morning Meetings
 - Children's Ministry Classes
 - Mothers and Toddlers
 - Clubs and Societies

8. Lead and Co-ordinate the Church Project Teams

- Church Maintenance Team
- Garden Team

- Clear Up Teams

9. Oversee the ordering of church supplies

- Oversee and Order Cleaning Supplies
- Oversee and Order General Sunday Morning Supplies
- Oversee the ordering of supplies for church events

10. Maintain the Grounds and Car Park around [Your Church Name Here]

- Ensure the car park and church grounds are tidy and free from any hazards or danger
- Maintain the flower Beds
- Maintain Grass Areas
- Maintain and cut back tree and hedges
- Plan and ensure the car park lines are visible.
- Ensure all walkways to the building are safe during wintertime.
- Weekly Littler Pick (And before an event)

11. Oversee the Recycling throughout [Your Church Name Here]

- Liaise with Waste Savers to ensure our contract is maintained
- Ensure that the recycling is ready for the weekly scheduled pick-ups.

12. General

- Oversee and organise the set up / take down of the Baptismal pool.
- Attend an Admin Team Meeting every week.
- Regularly check e-mail and liaise with the Church Administrator.

Contact Point and Interview dates:

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First sift date: **[Date To Have Gone Through All the Applications And Told Applicants If They Have An Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**