

## **Job Description**

**Job Title:** Facilities & Maintenance Associate

**Compensation:** \$15.00/hour for 40 hours/week. Generous medical, dental, life, long term disability, paid time off and retirement benefits available.

**Deadline:** Applications will be reviewed upon receipt and interviews will begin soon, so it is in the applicant's best interest to apply as soon as possible.

### **Job Summary:**

The Facilities Manager is one of two custodial staff members who provide general cleaning and maintenance for the church and staff the building for events and rentals. The Facilities Manager works with the Operations Director on tasks such scheduling repairs and coordinating inspection visits (fire alarm, elevator, HVAC, etc). The Facilities Manager reports to the Operations Director.

### **Primary Duties & Responsibilities:**

Keep building and grounds clean, safe, and welcoming.

#### Event and Meeting Support

- Review task requests and coordinate their completion with appropriate staff and committee liaisons
- Set up rooms as requested, including table and chair arrangements and placement of technology and supplies
- Staff building for events and rentals as needed
- Troubleshoot basic technology equipment problems that present at meetings
- Be available as needed to support meetings' operational/facilities needs as they arise
- Break down room upon event closure, including sweeping, vacuuming, and mopping as needed, wiping down tables and removing tablecloths for laundering, returning furniture to standard layout, discarding or storing leftover refreshments
- Make coffee and do dishes on Sunday mornings and Wednesday evenings
- Set up and run sound system for events as needed

#### General Facilities Cleaning

- Empty trash, recycling, and compost as needed throughout the building
- Sweep, vacuum, and mop floors
- Carpet extraction
- Strip and wax floors
- Utilize the appropriate mix of water and detergents
- Utilize the appropriate manual and power tools when cleaning
- Vacuum pew cushions as needed
- Run dishwasher and de-lime dishwasher as needed
- Clean kitchen sinks, microwave, stovetop, ovens, and grill
- Wash and wipe down the fridge, counters, and shelves

#### Grounds Maintenance

- Shovel sidewalks and run snow blower, sweep snow from solar panels on roof
- Sand and salt sidewalks
- Mow lawns, rake leaves, and sweep sidewalks
- Work collaboratively with building and grounds committees and outsourced landscaping and parking lot vendors
- Playground maintenance
- Labyrinth maintenance
- Wash windows
- Monitor grounds to assure the safety of playground, trails, and trees on the property
- Monitor down spouts on the buildings and clean out as needed
- Set parking lot light timers

#### Facilities Maintenance and Purchasing

- Support Operations Director in inventory management and purchasing of supplies
- Inventory and monitor building equipment
- Regulate building temperature
- Change out internal and external lighting
- Perform basic repairs not requiring a licensed contractor
- Make trips as needed to donate and recycle items
- Based on shift worked, unlock and lock facility upon opening and closure; monitor security of building, making sure doors and roof accesses are locked when not in use, and that kitchen appliances are turned off
- Update and maintain SDS binder
- Collaborate with Operations Director to manage maintenance for HVAC system, parking lot, roof, elevator, water heaters, photovoltaic system, fire and sprinkler systems, and irrigation system, and coordinate building inspection visits
- Replace AED battery and pads as needed
- Monitor sound system for frayed wires
- Replace coffee maker water filter
- Replace smoke detector batteries
- Test smoke detectors, emergency lights, and exit signs and replace/repair as needed
- Restock first aid kits
- Organize and oversee volunteer work days
- Attend All-Staff and Administrative Staff meetings
- Other duties as assigned

Hours will vary week to week due to event schedule and time of year. Sunday mornings (7:30am – 1:30pm) and Wednesday evenings (5pm – 9pm) are required. A mix of daytime and evening hours throughout the week, as well as being on call for emergencies.

#### **Experience & Qualification and Requirements:**

The Facilities Manager must:

- Have general cleaning and maintenance skills
- Be able to work independently and as part of a team
- Have strong interpersonal and communication skills, ability to speak to members, staff, and guests in a professional and courteous manner
- Have strong attention to detail

- Be able to work around church event schedule, including working evenings and weekends
- Be comfortable getting dirty and working with cleaning products
- Be sensitive to the needs of the church and comfortable working in a liberal church environment
- Be able to lift 50 pounds, shovel snow, and climb ladders

Previous custodial and maintenance experience is strongly preferred. Knowledge of building codes a plus. Basic computer skills and knowledge of audio visual equipment preferred.

**How to Apply:**

Please submit cover letter, résumé, and three references to Anna Gehres, Operations Director, at White Bear Unitarian Universalist Church, 328 Maple Street, Mahtomedi, MN, 55115, [agehres@wbuuc.org](mailto:agehres@wbuuc.org). Applications will be reviewed upon receipt and interviews will begin soon, so it is in the applicant's best interest to apply as soon as possible.