



Position: Facilities Coordinator

Hours: 15 hours a week

Reports to: Church Administrator

Position Objective: The Facility Coordinator is responsible for preparation of the COS facility so that it is a ready and reliable resource for the programs, ministries, staff, and members of the church thereby helping to ensure the fulfillment the church's vision and mission.

Responsibilities

The Facilities Coordinator will be responsible for the completion of the tasks listed below.

1. Routine Operations Matters

- Maintain a safe environment for worship and daily activities
- Prepare spaces for scheduled events, meetings, funerals, weddings, and rentals as needed.
- Set up worship space for All Nations service as needed.
- Perform cleaning of the facility including the Sanctuary, cafe, kitchen bathrooms, classrooms, and office that is beyond the normal scope of the hired janitorial service.

2. Regular Maintenance and Replacement Matters

- Perform routine minor repairs and maintenance as needed.
- Maintain an inventory of regularly needed cleaning supplies, paper products, etc.

3. Administrative Matters

- Coordinate the scheduling of meeting rooms and events with Church Administrator
- Meet as required with Church Administrator.

4. General

- The Facilities Coordinator will be expected to comply with all requirements identified in the COS Employee Handbook
- From time to time, the Church Administrator may assign other duties generally related to the operation and maintenance of the COS facility.

Qualifications

- Previous facility management experience
- Perform duties responsibly with minimal supervision
- Helps create an environment of hospitality
- Good mechanical abilities and the ability to lift at most 50lbs
- Ability to work in fast-paced environment and flexibility for changes and adjustments
- Good communication skills and team player



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Schedule: Work schedule is negotiable with hours normally completed on weekdays. The candidate should be on-site for weekday congregation activities including Wednesday evening activities and meals.

Pay rate: \$17 per hour based on experience.

Inquiries and Resumes to Church Administrator: monica.smith@coscrc.org