

FACILITIES DIRECTOR, NORTH CRESTVIEW CAMPUS

Position Title: Facilities Director
(Part-Time, 20-25 hours per week; Non-Exempt Position)

Date: July, 2020

Supervisor: Campus Pastor, North Crestview Campus

Purpose: To provide cleaning and general maintenance of the campus facilities (including the counseling center), providing necessary facilities support to individual ministries so that people are connected to Christ.

PRIMARY DUTIES:

1. Responsible for overall facility condition and cleanliness.
 - a. Sweep, scrub, wax floors; vacuum and clean rugs and carpets; clean restrooms: empty and clean waste and food receptacles.
 - b. Wash and dust windows, walls, blinds, and Crosspoint Academy surfaces.
 - c. Perform minor maintenance and repairs on equipment or buildings such as replacing light bulbs, fixing doors, or minor painting.
 - d. Inspect buildings for safety, fire, sanitary hazards.
 - e. Operate a variety of electrical cleaning equipment; maintain and order custodial equipment and supplies.
 - f. Perform various tasks in moving or rearranging furniture, desks and other equipment; set up room for meetings and events.
2. Coordinate with staff to assist in facility use for church, Crosspoint Academy, and other ministry events.
3. Perform purchasing of facility supplies and equipment.
4. Lead and oversee ways to utilize volunteers to serve in the Facilities Ministry.
5. Build list of preferred vendors/volunteers with various trade experience to execute work needed.
6. Receive, process, and execute Facility Maintenance requests in a timely manner.
7. Regularly inspect the church premises for areas of need or concern.
8. Support the ministry goals of Crosspoint through the application of expertise primarily in areas including custodial care and maintenance, grounds, building operations, and mechanical systems.
9. When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.
10. **Oversee proper set up and tear down for church events, which may occasionally include some “extra” hours as approved by Campus Pastor.**
11. Uphold and adhere to the Staff Covenant.

SKILLS DESIRED:

1. Dedicated Christian
2. Eye for details and general knowledge of facilities maintenance
3. Budgeting, ordering, and organizational skills

4. Be a team player who always portray the church, campus, staff, and ministry in a positive light.
5. Recognition that this is a ministry position, and that the Facilities Director is to act as a minister of Christ and of the church.