

John 3:16 Mission Staff Position & Description

Position: Maintenance Supervisor

Employee Classification: Exempt

Department: Family & Youth Ministries

Reports To: Director of the Family and Youth Center

Job Statement: Supervise and perform facilities maintenance and janitorial duties to assure the Family and Youth Ministries building and grounds remain clean and in good repair.

Duties:

- Responsible to review, update, and implement tasks from the “facility scheduled maintenance” document.
- Responsible to supervise and train housekeeping (shelter) and community service workers as needed.
- Responsible for daily janitorial duties such as cleaning the facility by vacuuming, sweeping, buffing, waxing, moping and dusting. This includes but is not limited to office areas, meeting/classrooms, hallways, reception area, waiting room, restrooms, and break area according to the maintenance schedule.
- Responsible to empty trash receptacles daily, inside and out.
- Responsible to mow, trim, and water the grass adjacent to the building and around parking lots. Maintain outdoor facilities and landscaping.
- Perform general maintenance and repairs such as clearing clogged drains, changing light bulbs, changing filters, repairing fixtures (locks, hardware, etc.) and painting.
- Responsible to contact outside service providers as needed to maintain HVAC systems or to conduct other major repair functions.
- Responsible to perform preventative maintenance as needed.
- Responsible to service maintenance equipment as recommended by manufacturer specifications.
- Responsible to coordinate the purchasing of maintenance parts, supplies and equipment.
- Relieve receptionist as needed.
- Receive donations delivered to the Family & Youth Center.
- Setup/Break down for ministry events.
- Responsible to work special ministry events.
- Attend Mission meetings and functions.
- Perform any other duties as assigned.

Qualifications:

- Broad maintenance experience required.
- Understanding of ministry environment dynamics required