

Alleluia! Lutheran Church

Job Description

Job Title: Facilities & Campus Manager

Reports to: Lead Pastor/Director of Operations

Location: Alleluia! Lutheran Church

Department: Ministry Support

Type of position: Full-Time

Hours: 40 Hours

FLSA Classification: Non-Exempt/Salaried/Timesheet required

General Description: The Facility & Campus Manager has the responsibility to maintain the Alleluia! Church campus to provide a safe, clean, organized facility and grounds for staff, church members, Little Blessings students and families, and visitors. Is knowledgeable and maintains compliance with all governmental requirements for safety and licensure of the preschool.

Essential Duties and Responsibilities:

Alleluia! has a strong work culture, evidenced by the deep commitment and extraordinary work ethic of its staff. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other related duties may be assigned.

- Perform routine manual tasks in maintaining the cleanliness, sanitary conditions, and appearance of the Church.
- Provide maintenance & cleaning to Little Blessings during preschool hours.
- Maintain building safety and regulatory compliance with outside agencies.
- Meet DCFS and Will County Health Department requirements.
- Ensure all maintenance and repairs are completed in a timely, cost effective manner, and according to all specifications.
- Proficient and effective in supply and inventory management.
- Order cleaning and building supplies in a fiscally responsible manner.
- Manage contracts with outside vendors for supplies & services.
- Secure repair estimates and vendor comparisons to be submitted for approval.
- Develop and oversee a volunteer facility committee and DIY group.
- Prepares rooms for special events, including set up, cleaning, and take down of chairs and tables.
- Replace HVAC filters and check belts, motors, and fans as needed.
- Maintain & program thermostats as needed.
- Maintain kitchen appliances and exhaust fan- repair and replace parts as needed.
- Maintain water fountains and sinks – repair and or replace parts as needed.
- Maintain bathroom sinks, hardware, toilets and urinals – repair and replace parts as needed.
- Ensure all building systems are operational including lighting, exit and emergency lights, plumbing and electrical as needed.
- Visually check and replace burned out lights and will repair any toggle switches outlets or fuses.
- If needed, remove snow. from all walks that parishioners or Little Blessing participants, staff and guests will be utilizing to attend worship services, preschool, meetings or events. Salt sidewalks and entrances as needed whenever ice and snow are present.
- Research and obtain correct parts for building repair.
- Schedule, update, and keep inspection and maintenance records
- Maintain building assets inventory including warranties, maintenance contracts, and other relevant information.
- Attend and participate in weekly staff meetings.
- Promote positive morale and teamwork within the facility and provides exceptional customer service to the congregation.

- Complete all required training and professional development sessions.
- Demonstrate flexibility to accommodate the schedule of church activities.
- Maintain & oversee alarm and emergency systems including, fire, defibrillator, and exits.
- Be listed as an emergency contact for security & fire alarm systems including night & weekend calls.
- Change indoor and outdoor signage as directed
- Read and sign acknowledgement of policies and procedures as stated in the Alleluia! Staff Handbook

Expectations

- Proven experience as a maintenance technician or similar role.
- Proactively identify and prioritize building needs.
- Self-motivated with a high level of accountability.
- Conduct regular, self-directed inspections of building systems, and grounds.
- Possess strong mechanical aptitude problem solving abilities.
- Ability to read blueprints and technical manuals.
- Be able to troubleshoot and fix issues ranging from drywall repairs, to minor electrical & HVAC maintenance.

Spiritual Requirements

- Demonstrate the mission, vision, values and culture principles of Alleluia! Lutheran Church.

Communication and Relationship Skills

- Ability to read and comprehend basic/intermediate instructions given from written and oral sources.
- Demonstrated motivated initiative with a “can do” approach for results-orientated outcomes.
- Ability to work with a diverse group of individuals and is sensitive to individual differences.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with staff.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to work as a member of a team.
- Ability to report work orally or in writing to supervisor as required.
- Ability to carry out instructions furnished in written or oral form.
- Ability to read, write speak and comprehend English fluently.

Reasoning Ability

- Ability to organize, coordinate, and schedule cleaning tasks for maximum efficiency.
- Ability to work independently and know when to seek guidance from leadership.
- Ability to work under pressure and meet deadlines.
- Demonstrated ability to use diplomacy and tact in all communication, written and verbal.
- Ability to maintain composure in stressful situations and adapt in response to changing conditions.
- Ability to work independently, stay on task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner.

Physical Requirements

- Ability to stand long hours.
- Ability to bend, stoop, walk, reach overhead, push/pull, squat, twist and turn.
- Ability to squat, crawl and climb.
- Ability to push, pull, lift or carry up to 50 lbs.
- Ability to work in various work conditions including outside, inside and outside high elevations, and slippery surfaces.
- Ability to use hands and fingers to handle objects, tools or controls.

Education, Certification and Requirements

- High school diploma or GED equivalent.

- Prior cleaning and minimum of 2 yrs. maintenance experience preferred with a basic knowledge of HVAC, plumbing and electrical systems.
- Ability to organize, coordinate, and schedule cleaning tasks for maximum efficiency.

Employment at Will

All employees of Alleluia! Church are at-will, and as such, are free to resign any time without reason. Alleluia! Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Alleluia! Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgement:

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything that I have been given in the past. I further understand that I am expected to follow my job as outlined above and if I have any questions of what is expected of me, I will speak to my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members are not to be construed as an exhaustive list of responsibilities, duties, and skills of staff so classified. Therefore, I may perform other related tasks under the direction of my supervisor.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____

Reviewed/Approved by: Alleluia! Congregation Council

Date: July 2026