

First Missionary Church

Church Mission: (www.fmcberne.com)

First Missionary Church is a community of people who have responded to God's invitation to live with the Lord through Jesus Christ, dedicating themselves to:

- **Worship** Wholeheartedly (Matthew 22:37-38)
- **Reach** Compassionately (Matthew 28:19-20)
- **Serve** Creatively (1 Peter 4:10)
- **Grow** Intentionally (Colossians 2:6-7)
- **Connect** Authentically (Matthew 22:39)

Position: Maintenance and Custodial Director

This position oversees all our facilities, maintenance, and custodial work.

Responsible to: Pastor of Operations and Care

Oversees: Part-time Custodians

Time Commitment: Full-time (hourly) with benefits

Qualifications: FMC is seeking a godly, Spirit-filled candidate who knows Jesus intimately and is growing in his/her relationship with Jesus. The ideal candidate would be a leader, team-player, someone who can resolve conflict Biblically, and would have training or experience in these areas. He/she must be a self-starter with the ability to prioritize requests and manage multiple projects. He/she must have a heart for ministry and serving people with the ability to be flexible and maintain confidentiality. The applicant must be in alignment with the theology and doctrine of the Missionary Church denomination and our values (www.mcusa.org). He/she must be able to lift 50 pounds.

Responsibilities:

First Missionary is a building of about 40,000 ft, with additional outbuildings of Counseling House and Garage / Vehicle storage. Total property responsibility is about 6 acres. Foot traffic is at least 56,000 people a year on regular programming events. Ideal candidate will be willing to utilize needed computer software to track work and prepare building for future needs. This person is expected to participate in regular staff meetings as well as department meetings. Also expected to work closely with the Trustees for maintenance and long-term building planning.

Facility Maintenance

- Maintain all HVAC units on a regular schedule, including changing filters.
- Maintain all safety equipment, including fire extinguishers, emergency lighting, AEDs, and stove grease filters.

- Schedule and prepare for carpet cleaning of all church carpeted spaces, once per year or as needed.
- Work towards a master plan of facility needs over time, including monitoring equipment replacement.
- Do paint touch up.
- Replace ceiling tiles as needed.
- Maintain equipment (sweepers, floor machines, chair and table carts, lawn mowers, snow removal equipment, etc.).
- Perform roof inspection and maintenance, cleaning gutters.
- Maintain parking lots in good repair.
- Maintain vehicles with monthly check, scheduling service on a routine basis.
- Perform pressure tank inspection.

Custodial

- Do daily, weekly, monthly, annual custodial responsibilities for 40,000 ft² facility.
- Maintain clean and welcoming facilities using provided cleaning supplies.
- Coordinate schedule within the daily church schedule, including LifeWise Academy, evening activities, weekend prep, and special events.
- Set up and tear down facility based on church group needs for tables and chairs.
- Clean light fixtures, windows and cobwebs on a regular schedule.
- Mop kitchen, gym and restroom floors regularly.
- Maintain and clean courtyard flooring.

Outdoor

- Remove snow on sidewalks as needed (daily for LifeWise Academy and other events).
- Coordinate snow removal with contractor for parking lots.
- Work with contracted business (or volunteers) for landscape/mulch, spraying weeds, weeding, and bush trimming in North Courtyard, landscaping surrounding main building, garage, and SOAR Counseling House.
- Mow grass regularly.
- Clean up leaves as needed, seasonally.

Depending on the skills and training of the applicant as well as the needs of the church, other duties and responsibilities may be determined.

Interested applicants should email a resume to Kate Uebersax, Pastor of Operations and Care: kate@fmcberne.com.

