

ICC Staff Team Job Description



Facilities Manager

Job Brief

This position requires a skill set in facility cleaning and maintenance, strong work ethic, detail-oriented management skills, creative problem-solving, and compatibility with our unique leadership team.

Coach and Supervisor: Associate Pastor / Ministry Support Director (minimum weekly management meeting expected)

Compensation: \$200, 15-20 hours per week [\$10,400/year]

Responsibilities:

Facilities Cleaning

- Minimum Bi-weekly (twice/week) Full Cleanings - full cleaning of facility to prepare for weekly weekend worship gathering(s) (*Friday afternoon or Saturday morning*) and full cleaning after weekly weekend worship gathering(s) (*Sunday afternoon or Monday before 9am*) to prepare the building for the week's activities.
 - Weekly cleaning includes but is not limited to:
 - Resetting the worship space, classrooms, and office areas following Sunday worship
 - Cleaning and polishing all floors
 - Cleaning bathrooms
 - Cleaning and disinfecting children's areas and toys
 - Cleaning windows and all glass
 - Cleaning all surfaces
 - Cleaning and resetting coffee bar
 - Cleaning microwave and refrigerators
 - Watering indoor and outdoor plants as needed
 - Picking up trash inside and outside of the building
- Monthly:
 - Cleaning exterior of building
 - Deep cleaning of facilities

Facilities Maintenance

- Weekly- Moving and rearranging furniture throughout the building to create distinct ministry environments for calendared events. Set-up includes but is not limited to:
 - Moving and rearranging furniture
 - Setting-up tables
 - Preparing support items in spaces for events
 - Managing coffee and other food service setup
 - Responding to specific needs of staff and ministry leadership
- Monthly- Maintaining Visual Appeal
 - Paint touch-up
 - Ceiling sweeping
 - Replace ceiling tiles
 - Intermittent meetings with contractors for additional building maintenance
 - Organize closet storage and maintain organization and accessibility

Facilities Management

- Manage Facility Supplies
- Aid in Managing Facilities Event Calendar
- Develop and maintain a facilities cleaning, supplies ordering, and maintenance schedule
- Weekly Expectations:
 - Order supplies for facility maintenance
 - Order supplies for coffee bar
 - Manage set-up & tear-down schedule
 - Work with staff team to manage facility needs for special events

Facilities Manager Sample Schedule

Sunday or Monday - 4 hours

- Either Sunday afternoon or early Monday morning before 9am
- Full cleaning of facilities to prepare the building for weekly ministry
- See attached sample checklist

Tuesday- 4 hours

- Morning or afternoon*
- Weekly meeting with supervisor to discuss plan for the week
- Take an inventory of supplies needed
- Order paper, cleaning, and coffee supplies
- Move furniture to set up for Family Small Group

Wednesdays- 4 hours

- Morning or afternoon*
- Move furniture into 6 distinct spaces for Student Small Groups
- Mid-week bathroom touch-up
- Contact contractors for repairs (as needed)
- Organize closets

Thursdays- 4 hours

- Morning or afternoon*
- Reset all furniture for Sunday
- Empty all trash cans
- Perform monthly to-do list item (water plants, clean top windows, polish floor, etc.)
- Perform routine maintenance tasks such as painting, repairing holes in the wall, replacing air filters, etc. (as needed)

Friday or Saturday- 4 hours

- Either Friday afternoon or Saturday morning
- Full cleaning of facilities to prepare for Sunday worship
- See attached sample checklist

*Suggested work hours: Morning- 9am-1pm or Afternoon- 1pm-5pm

ICC Cleaning Check List (Sunday)

Lobby

- ☐ Sweep and Mop Floor
- ☐ Windex Windows
- ☐ Vacuum Carpets
- ☐ Clean and Sanitize Counters and Tables
- ☐ Clean Coffee Containers
- ☐ Empty Trash Cans
- ☐ Sweep and Mop Entrance Way
- ☐ Restock Counter with Coffee Supplies

Sanctuary

- ☐ Remove All Cards From Chairs
- ☐ Straighten All Chairs
- ☐ Pick Up All Trash, including the stage
- ☐ Dust Mop the floors, including the Stage

Restrooms

- ☐ Restock Tissue, Paper Towels, and Soap
- ☐ Sanitize toilets
- ☐ Sweep and Mop
- ☐ Clean Mirrors
- ☐ Empty Trash
- ☐ Wipe Down Counters

Offices and Classrooms

- ☐ Empty Trash
- ☐ Vacuum Floors
- ☐ Dust or Windex Furniture
- ☐ Clean White Board
- ☐ Wipe Down Tables and Chairs
- ☐ Wipe Cribs and Changing Tables
- ☐ Pick up toys
- ☐ Reset furniture
- ☐ Remove crib sheets and take them to be washed