

Building/Plant Manager
Reports to the Business Manager

The Building/Plant Manager at St. Jerome's Church ensures that the parish facilities are cared for in their physical structure and cleanliness and that all parish equipment is maintained.

Roles and Responsibilities

1. Responsible for cleanliness of all facilities, checking them at the beginning and ending of each day for trash pickup, spot-cleanup, lighting management and the appropriate securing of facilities.
 - A. Daily routine duties include:
 - a. vacuum hallway of administrative offices and collect trash from the offices
 - b. check all restrooms for cleanliness, including those in Brooks Hall
 - c. clean the door glass at all entrances to church and the offices
 - d. polish the water cooler
 - e. be sure the entire sanctuary area, including the sacristy, is clean
 - B. Additional Friday duties include:
 - a. vacuum church sanctuary, all carpet in entry areas, and annex hallways
 - b. wet mop the church foyer
 - c. be sure all song books are in holders
 - d. dust and polish the table surfaces in the foyer and other two entry areas
 - e. ensure restrooms are clean and odor free and mirrors are clean
 - C. Weekly duties include:
 - a. sweep and wet mop the tile between the pews
 - b. clean the nursery and nursery restroom
 - c. clean all restrooms and replace paper goods in dispensers
 - d. Sweep and wet mop floors in Brooks and Jordan Halls
 - D. Monthly and periodic duties:
 - a. order janitorial and maintenance supplies
 - b. buff floors in Jordan and Brooks Halls
 - c. buff all restroom floors
 - d. contact carpet cleaners for semi-annual and annual cleaning
 - e. change air conditioning filters on all units every 1-3 months
2. Maintain preventative maintenance records on filters, carpet cleaning, and other such maintenance
3. Walk and inspect weekly with the Business Manager the church property and facilities to note any needs for maintenance, repair, etc.
 - A. Responsible for minor repairs when feasible
 - B. Assist the Business Manager as needed in contracting for major repair jobs
 - C. Maintain records with coordination of the Business Manager of work to be done
4. Attend parish staff meetings as directed by the Business Manager

Required Qualifications for Position

- Basic knowledge of plumbing, equipment repair and lighting
 - *Must be able to make minor electrical repairs (such as light fixtures, electrical outlets and switches, replace appliances, etc.)
 - *Must be able to make minor plumbing repairs or do replacements (for faucets, toilets, sprinkler system, etc.)
 - *Must be able to do minor repairs (with cabinets, drywall, etc. including painting interior or exterior repairs)

- Basic knowledge of operating maintenance equipment and ability to do so
 - *Must be able to safely use a 15' step ladder or 20' extension ladder
 - *Must be able to use typical light duty tools such as a drill, saw, etc.

- Ability to communicate well with contracted help

- Good organization skills to coordinate maintenance and janitorial needs

- Helpful attitude and team spirit

- Ability to do physical work
 - *Be on one's feet most of the day
 - *Carry up to 75 lbs.
 - *Lift, push, pull heavy items
 - *Squat, kneel, bend when working

- Valid driver's license

Job Description Agreement

I agree that the above duties and responsibilities are my job requirements along with all other duties as assigned by the Business Manager or Pastor.

Employee Signature

Date

Supervisor Signature

Date

Confidentiality Agreement

I understand that all matters concerning parishioners and/or financial matters are confidential and that any breach of confidentiality on my part may result in disciplinary action up to and including termination of employment.

Employee Signature

Date

Alcohol/Drug Usage and Testing Agreement

I understand that St. Jerome's Church prohibits the unlawful manufacture, possession, use, sale, transfer or purchase of a controlled substance or designer drug on or off the church grounds. It is also a violation of church policy for anyone to possess, use, or be under the influence of an alcoholic beverage during work hours. Any violation of the above can result in disciplinary action up to and including termination of employment. Drug and alcohol testing can be administered anytime and failure to take the test will automatically result in termination of employment.

Employee Signature

Date