



# CHRIST PRESBYTERIAN CHURCH

**Position Title:** Building Manager

**Position Description:**

The Building Manager provides key support to the Staff and Building and Grounds committee to ensure a well-maintained environment, along with personal attention, significantly impacting the church's ability to project a spirit of welcome and hospitality in alignment with CPC's emerging vision, values, and call.

**Position Scope and Compensation:**

Part-time, onsite with flexible hours to support the needs of the position. Key onsite hours include Sundays from 7am-1pm.

\$25/hr, 20 hrs/week with benefits in accordance with the Employee Handbook

**Position Relationships:**

- Reports to the Director for Operations
- Coordinates with staff and vendors

**Sunday Duty, 7am-1pm (6 hrs)**

Prepare building for Sunday worship, classes and other events

- Check restrooms and kitchen: tidy areas and restock paper goods
- Ensure floors and pathways are obstruction-free and clear of debris
- Assist with last-minute requests: set-ups, coffee bar, tech items

Provide security during worship services, when pastors/leaders are engaged

- Monitor entry doors (Main #1, Lake #8) and persons going into Main Office
- Be available by cell phone for anyone who needs help, especially in Youth/Nursery
- Be trained and able to assist in emergency evacuations or drills
- Record parking infractions (no permit parking 6am-noon on Sundays)

Prepare building for Sunday evening and weekday activities

- Check restrooms, kitchens, and common areas
- Restock paper goods and spot-clean surfaces in highly trafficked areas
- Oversee closing routine: lights, dishes, confirm doors are locked

## **Weekly Duties (14-20 hours/week)**

### **General**

- Respond to requests for assistance with wall hangings, furniture/equipment moves, minor repairs, or similar requests
- Extend hospitality to visitors, event hosts or attendees who may have questions
- Serve as one of the on-call persons for security company notifications

### **Room Sets**

- Anticipate logistics for regular building use and special events:
  - set-up/take-down seating, tables, A/V equipment, other needs

### **Cleaning**

- Supplement contracted cleaning service (onsite 2x/wk) as needed:
  - wipe-downs, spills, trash overflow, paper goods restock
- Check rooms, facilities after Special Events to ensure clean/ready for next user

### **Supplies**

- Ensure adequate inventory of dry goods and kitchen/dishwasher agents
- Receive deliveries, stock shelves
- Purchase minor building supplies (batteries, hardware, small tools, etc.)

### **Operating Systems**

- Become familiar with and monitor function of all physical plant systems:
  - Plumbing, HVAC, Electrical, Security, Elevator, Fire Prevention/Suppression System *\*Note: These systems are supported by professional service providers for maintenance, repairs and inspections.*

### **Vendors**

- Call approved service providers as needed
- Greet and supervise service providers during appointments and service calls.
- Communicate scheduled appointments to staff and update calendar

### **Grounds**

- Responsible for cutting grass (electric mower), small courtyard lawn only
- Monitor and communicate as needed with contracted service providers for the mow and trim of property; parking lot plow/salt; Gorham city-sidewalk snow/ice.
- Responsible for removal of snow and distribution of salt in the following areas:
  - all entrance/exit doors, courtyard pathways, sidewalks adjacent to building*\*Note: gas-powered snow blower and snow brush available for use in shed and flexibility required for evening/week-end snow removal before events*
- Remove trash, litter, random items found on property
- Report/help clean up graffiti or other vandalism

### **Parking Lot**

- Monitor/report unauthorized parking or abandoned vehicles

**Qualifications**

- Building maintenance experience preferred
- Knowledge of commercial cleaning practices preferred
- Ability to lift 50 pounds, stand for long periods of time, climb, bend, squat
- Ability to read and understand instructions in English
- Have a valid driver's license
- Basic computer skills as needed for work
- Ability to work independently
- Good interpersonal skills: interact well w/staff, volunteers, congregation and general public

**To apply, please send cover letter, resume, and three references to [info@cpcmadison.org](mailto:info@cpcmadison.org).**