

# Housekeeping / Maintenance Director

## Ministry Description

White River Christian Church exists to glorify God by evangelizing the lost, building mature disciples and connect every life to Jesus. The purpose of the Housekeeping / Maintenance Director is to assure that all WRCC campus and facilities are fully safe, functional and clean for general use during worship services, ministry activities, special events and other designated or scheduled uses.

### **Responsibilities:**

#### **Provide safe and secure campuses and facilities for all worship services, ministry activities and schedule uses:**

- Oversee and direct regular security and safety procedures for daily and weekly inspections.
- To assist the facility manager in implementing and maintain a functional Emergency Response Plan.
- Be on-call to manage any and all emergency situation 24/7.
- Oversee snow removal and other safety issues relating to parking lot, sidewalks and entrances.
- Check and monitor all fire and security systems on a daily basis.

#### **Provide functional campuses and facilities for all worship services, ministry activities and scheduled uses:**

- Assist the facility manager in developing a preventative maintenance program and procedures to maintain the cleaning equipment.
- Oversee and develop routine interior/exterior maintenance.
- Coordinate with staff and other personnel, including room setup and to assure the appropriate equipment/facilities are available for use.
- Assist the facility manager with maintenance on all rooms and spaces throughout the campuses; such as furnishings, repairs and troubleshooting.
- Assist the facility manager in preventative maintenance program and procedure of all Kitchen equipment.
- Monitor. all facility use requests (CCB).
- Manage all recurring cyclical maintenance on campuses.

**Provide clean campuses and facilities for all worship services, ministry activities and scheduled uses:**

- Direct regular functional and cleaning procedures for daily and weekly use of the facility.
- Supervise housekeeping staff with their daily routines and schedules.
- Oversee, develop and maintain a routine facility cleaning plan as needed for the daily, weekly, monthly and periodic facility use including floors, walls, bathrooms, windows, entrances, pews, trash removal, etc).
- Maintain a checklist to verify the cleanliness of the facilities.
- Maintain a schedule for all deep cleaning (shampooing carpet, scrubbing hard surfaces, etc) as appropriate with the facility uses.

**Direct the staff and volunteers to manage the campuses and facilities:**

- Manage housekeeping staff team through scheduling, developing/training, performance reviews, encouragement and team building.
- Verify at least one(1) trained facility staff or volunteer is present during the worship services and special events.
- Recruit, develop, train and maintain a list of volunteers to assist with various aspects of maintaining a high level of safety, functionality and cleanliness.
- Cooperate with staff and volunteers to assure their specific ministries can function within the designed uses of WRCC facilities.

**Other activities required to maintain a safe, functional, and clean facilities:**

- Perform any of the activities listed above “occasionally” as may be imperative due to manpower & time restraints; or emergencies.
- Actively participate in ministry/special meetings affecting the use of the facilities and/or as requested.
- Become proficient in the scheduling program (CCB).

**Knowledge, Skills and Abilities:**

- High School diploma minimum.
- Display a high level of planning, problem solving and decision making skills.
- General knowledge of building related systems.
- Efficient computer skills (Excel and Word literate).
- Ability to manage projects and manage/supervise staff.
- Must have the ability to operate independently with little or no supervision.

**Communication:**

The Housekeeping / Maintenance Director will report to the Facility Manager and will be responsible and submissive to the Elders of WRCC.

**Compensation:**

The Housekeeping / Maintenance Director position is eligible to receive a salary with benefits.