



## **St. Luke Missionary Baptist Church Job Description-Facility Manager (part-time)**

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St. Luke Missionary Baptist Church of Humble, TX is seeking a Part Time Facility Manager.

### **JOB DESCRIPTION: FACILITY MANAGER**

#### **MAIN OBJECTIVE**

The major purpose and responsibility of the Facilities Manager is to serve the church by overseeing the day-to-day facility and security needs.

#### **DESIRED CHARACTERISTICS**

The Facilities Manager should possess a passion for excellence, cleanliness, attention to detail, and be a self-motivated person who is able to be effective when working independently without supervision and produce results.

#### **QUALIFICATIONS**

This position requires a high school diploma, a minimum of five years' experience, preferably in facility management, janitorial, or maintenance. Applicant should be a Christian in full agreement with St. Luke Missionary Baptist Church's statement of faith; willingness and ability to serve Christ and His church; spiritually mature.

#### **JOB DESCRIPTION**

- Oversee the day-to-day operations of the building to ensure effective operations for staff and ministry.
- Ensures Pastor's vision for facility usage, improvements, and setups is implemented.
- Oversee the Volunteer Facilities Team and coordinate their volunteer efforts.
- Supervise maintenance staff, contractors, and vendors i.e. electrical, water, etc.
- Supervise building and grounds staff, contractors, and vendors i.e. landscaping, security, equipment, janitorial, etc.
- Develop and maintain relationship with all facility related contractors and vendors to ensure efficient facility operations.
- Provide weekly status updates on facility operations.
- In conjunction with administration department, ensure proper scheduling and setup of facilities for meetings, events, worship, weddings, etc.
- Notifies staff of security weaknesses and implements procedures for handling, storing, safekeeping, and destroying classified materials.

#### **REPORTING**

The Facility Manager is primarily responsible to the Church Business Administrator.

**If you or someone you know is interested email cover letter and resume:**

**Subject: Facility Manager Vacancy Email: [info@bnbconsultingllc.com](mailto:info@bnbconsultingllc.com)  
[www.theluke.org](http://www.theluke.org)**