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

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
www.theluke.org