

JOB TITLE:	FACILITIES COORDINATOR
MINISTRY AREA:	Operations
EMPLOYEE NAME:	Open
REVISED DATE:	1/1/2024
CLASSIFICATION:	Part-Time Non-Exempt
ACCOUNTABLE TO:	Operations Lead

OUR MISSION

The mission of Pine Hills Church (PHC) can be expressed in three words: **BRING** (1 Tim 2:4), **BUILD** (Luke 10:27), and **SEND** (Matthew 28:19). We aim to bring people to Jesus, build people to live like Jesus, and send people out to multiply like Jesus. Our values are **Bible-driven**, **Jesus-centered**, and **Spirit-led**. Our mission and values are the lens through which we view and evaluate our ministries.

VISION & PURPOSE OF ROLE

The Facilities Coordinator is responsible for efficiently closing the building after Sunday, event set up, performing a range of administrative tasks, and overseeing janitorial duties to maintain a clean and organized church environment. Key responsibilities include event setup, coordinating facility resources, conducting inventory checks, ordering supplies, and ensuring the cleanliness of various church spaces. This role involves collaboration with staff members, managing reservations, and providing supervision during rental events. The successful candidate will demonstrate strong organizational skills, attention to detail, and the ability to handle diverse tasks.

EXPECTATIONS

- A consistent and intimate relationship with God the Father, Jesus the Son, and the Holy Spirit.
- Align with PHC's Bylaws, Statement of Faith, and Employee Handbook.
- Align with PHC's values, mission, and vision.
- Personally live out the mission of bring, build, send.
- Become a member of Pine Hills Church.
- Implement and execute PHC's mission and vision within your area of ministry and work collaboratively with other PHC Staff and ministries to achieve that.
- Maintain/cultivate healthy relationships with your family and people within your community.
- Personally live out the mission of bring, build, send.
- Continue to learn, grow, and adapt to the various ministry needs and expectations.

QUALIFICATIONS

- Excellent organizational and multitasking abilities.
- Strong communication skills for effective coordination with staff, volunteers, and external vendors.
- Detail-oriented with a commitment to maintaining a clean and welcoming environment.
- Proficient in basic administrative tasks, including email communication and calendar management.
- Ability to work on Sundays and flexible hours including weekends as needed.
- Prior experience in event setup and coordination is a plus.
- Positive qualities: self-driven, humble, teachable, team player, relational, effective communicator.
- High level of organization.
- Healthy work-life balance.

RESPONSIBILITIES

Sunday Tasks:

- Restock and clean as needed.
- Close building, including turning off lights, TVs, and locking doors.
- Collect and store tents, flags, and cones.
- Provide assistance as needed during events.
- Assist with any clean up necessary or other tasks as assigned.

Administrative Duties:

- Manage email communication, including checking, writing, and responding.
- Coordinate and update the church software calendar, printing schedules for facility staff.
- Manage rooms and resources for groups and events.
- Process completed forms and maintain records on SharePoint.
- Collect rental payments and issue deposit refunds.
- Coordinate with supervisor to delegate responsibilities for setups.
- Manage vehicle reservations, updating forms and communicating with staff.
- Attend and actively participate in supervisor meetings, all-staff meetings, and other relevant gatherings.
- Maintain janitorial inventory, placing orders, and restocking as needed.
- Adjust and print facility staff lists as required.

Janitorial Responsibilities:

- Restock and clean bathrooms, green room, worship hall, lead pastor's office, trash out of all offices, kid's ministry gym, and kitchen.
- Vacuum and wipe kid's classrooms, youth room, adult classrooms, lobby, Connection Pointe, and halls.
- Set up for events in these spaces.
- Launder various items, including cleaning rags, café rags, baptismal towels, kids ministry clothing, and blankets.
- Provide staff supervision during rental events, assist as needed, and clean up afterward.

Other duties as assigned.

PHYSICAL REQUIREMENTS

- Lifting and Carrying:** Capable of lifting, carrying, pushing, and pulling objects or equipment weighing up to 50 pounds as needed for tasks such as moving furniture, setting up equipment, or handling supplies.
- Standing and Walking:** Ability to stand or walk for extended periods, especially during events, services, or when overseeing activities within the church grounds.
- Manual Dexterity:** Proficient use of hands and arms to perform tasks such as operating office equipment, handling tools, setting up equipment, typing or arranging materials.
- Vision and Hearing:** Adequate vision and hearing abilities to communicate effectively, observe surroundings, and ensure safety and security within the church environment.
- Communication:** Clear verbal communication skills to interact with congregation members, volunteers, staff, and visitors.
- Reaching and Bending:** Capability to reach overhead, bend, stoop, kneel, or crouch as necessary for various tasks, maintenance, or event setups.
- Driving (if applicable):** Valid driver's license and ability to operate church vehicles, requiring driving proficiency and adherence to safety guidelines.
- Accessibility:** Willingness to accommodate individuals with disabilities and ensure accessibility throughout the church premises, events, and activities.

Accommodations: Pine Hills Church is committed to providing reasonable accommodations to qualified individuals with disabilities and ensuring equal access to employment opportunities. If you require an accommodation to perform the essential functions of this



position, please inform us of your needs during the application process or contact Lindsey Wertz to discuss possible accommodations.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have reviewed this job description, and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of PHC without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Executive staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)