

Job Description: Facilities Manager

Trinity Episcopal Church, located in Excelsior, MN, seeks an experienced and reliable individual to serve as its Facilities Manager. The qualified candidate will have experience in providing general building custodial services, providing hands-on maintenance and coordinating with service providers, and organizing the set-up of large group and hospitality activities. Candidates must be service-oriented, organized, mechanically inclined, and have a desire to be a welcoming and warm member of our community. (*Membership, however, is not required*). The role requires on-site availability and attendance at regular Sunday services, and all special services and holidays. This is a part time position with 15-20 hours a week of onsite work required. Compensation for this role will range from \$20 to \$25 per hour depending on experience. Trinity is open to splitting the various aspects of the role based on candidate desire and experience.

Job Duties

Custodial Services

- Provide weekly cleaning of church and adjacent facilities (meeting rooms, library, classrooms, etc.)
- Ensure church grounds, exit/entry points, and other gathering places are kept clear, clean, and free from safety hazards

General Maintenance and Oversight

- Provide necessary, on-the-spot maintenance and repairs throughout the building, and on exteriors
- Identify and recommend appropriate contractors/vendors for necessary repairs to larger physical plant (i.e. furnace, air conditioning, roof, etc.) and provide oversight
- Be available, as necessary and appropriate, for urgent repairs
- Monitor building mechanical systems, and provide basic system maintenance

Hospitality

- For regular and special services (i.e. funerals/weddings), unlock church, set up refreshments, set seating arrangements, and ensure a clean and welcoming environment for guests
- In coordination with church members, set up and assist with clean-up for large parish events such as the annual meeting

Administrative

- Maintain detailed records of regular and deferred maintenance, and current records for all vendors and contractors
- As needed, identify and vet appropriate contractors and vendors for large projects

- Provide regular updates to Rector and church vestry (may include regular meeting attendance) and, as needed, participate in church committees
- Attend weekly staff meeting

Application Requirements

- Resume or other description of experiences (please include: name of facility/building, location, time in position, description of duties/tasks)
- Names and contact information for at least 2 references from current or prior supervisors/managers.

How to Apply

- Submit information above via email to Rev. Devon Anderson, Rector of Trinity Church Excelsior - devon@trinityexcelsior.org. If selected for an interview, you will be contacted directly by a Trinity staff member.