

St. David's Episcopal Church in Minnetonka is seeking a person to fill our part time position as Facilities Manager. See the description below and if interested, please send an email with your name, contact information and brief note about what makes you a good candidate. Please reply to: staffing@stdavidsparish.org



St. David's Episcopal Church

Minnetonka, MN

Our Mission:

We at St. David's Episcopal Church are devoted to loving and serving God, one another and the world. Honoring the dignity and freedom of all to seek God at their own pace, we connect our life stories with the teachings of Jesus. Inspired by the Holy Spirit, we believe our actions transform the world and ourselves.

Our Statement of Welcome:

St. David's Episcopal Church is committed to following Jesus' example of practicing radical hospitality, seeking to find God in all people because they are of sacred worth. We welcome all persons, regardless of gender, race, ethnicity, age, physical or mental capacity, education, sexual orientation, gender identity, socioeconomic or marital status. All are invited as full participants in the life and ministries of our community.

Manager of Facilities Position

Position Description: The Manager of Facilities maintains the building and grounds of St. David's providing a clean and orderly space for worship, meetings, performances and all other functions which occur in these spaces. Occasionally the Manager of Facilities provides set-up and clean-up services offsite for special functions. This position reports to the Rector and regularly communicates with all clergy, administration, and volunteers of St. David's Church.

The Manager of Facilities Responsibilities Include, But Are Not Limited To:

General:

1. Live out the St. David's Episcopal Church's Mission, Vision and Statement of Welcome in all church related interactions, communications, services and events.

2. Understand St. David's Servant Leadership goals and objectives and is a collaborative member of the staff leadership team.
3. Be familiar with and review all Church Policies including but not limited to Church Key/Access Policy, Building Emergency & Escape Policy, Safe Church Policies, Special Use Agreements such as St. David's Ministries like Families Moving Forward, Kitchen Renter Policies, St. David's School Use, Alcoholics Anonymous, Alanon and Boy Scouts.
4. Maintain Safe Church Training Certification updated every three years, as required and mandated by ECMN including, but not limited to Safe Church for Children & Youth, Vulnerable Adults, Sexual Harassment & Exploitation and other modules as recommended by the Rector and Diocese.
5. Be open to feedback and maintain a commitment to being flexible when change or modifications are required when planning and during services.

Specific:

1. Keep all church entrances clear of snow, debris and litter. Assure doors are clean and in good working order.
2. Sanitize, vacuum, sweep and dust the sanctuary, undercroft, elevator, offices, public spaces, halls, meeting rooms & classrooms not leased by others on a weekly basis.
3. Clean all bathroom and kitchen floors weekly.
4. Manage, store and replace supplies for cleaning, restrooms and kitchen maintenance use. Replace all paper towels, toilet paper, hand and dish soaps. Replace lamps as needed.
5. Empty and remove all trash and recycling.
6. Responsible for making sure all building equipment is in good working order. Coordinate with Buildings & Grounds volunteers to assure proper maintenance and repairs are made on St. David's HVAC system, fire safety and all kitchen equipment.
7. Prepare church for Sunday services, forums and other events as requested. This may include set up of chairs, tables, AV equipment and other meeting equipment as requested for weddings, funerals, special meetings or events.
8. Perform other duties as requested by the Rector.

Hours: The position is considered part time, 15-20 hours per week.

Qualifications:

1. Strong organizational skills and have the ability to meet deadlines.
2. High school diploma, GED and one to three years related work experience.
3. Must possess physical ability to safely and successfully perform all essential job functions which includes but isn't limited to work safely on ladders, with power tools and cleaning equipment. Must be able to stand for long periods of time and capable of lifting up to 50 lbs.
4. Have good communication skills.
5. Must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members.

