

Part-Time Facilities Manager
New Life Presbyterian Church
2015 S Limekiln Pike, Dresher, PA 19025

This person will oversee and participate in the cleaning and maintenance of New Life's building so that it is useable, attractive and efficient for the ministry of the church and to the glory of God. The hours required for this position is between 15-20 hours per week. This person is responsible to the Church Administrator.

This person will:

Manage Custodial Staff

- Schedule, mentor and participate with the custodians in the regular cleaning and weekly set ups of the church.
- Obtain effective cleaning tools and develop effective cleaning methods and train custodians in the use of them.
- Purchase/pick up cleaning and paper supplies needed by the custodial staff.

Oversee Maintenance and Repair of the Building

- Regularly check the building for needed maintenance and repair.
- Make minor repairs and be alert to items out of place or issues that need to be managed to make the building attractive to those who use it.
- Interact with contractors who come to repair and perform maintenance on the building.
- Track maintenance and contracting work. Make recommendations to the Church Administrator about repair and maintenance issues.
- Set thermostats and the security system for each week's events and adjust as necessary.
- Interact with staff and the safety team on safety concerns and equipment throughout the building.
- In conjunction with the Church Administrator, keep the Facilities Manual up to date.

Requirements:

- Able to affirm New Life's Statement of Faith
- A desire to positively mentor, manage, and participate with custodial staff
- Handyman type skills: some electrical, plumbing (licensing is a plus), painting, repair experience. Some HVAC knowledge is a plus.
- Good organization and basic computer skills

Respond to Ward Shope via email (ward.shope@newlifedresher.org)