

St. Stephen Presbyterian Church

www.ststephenpresbyterian.com

2700 McPherson Ave.

Fort Worth, TX 76109

Job Description

Title: Facility Superintendent
Reports To: Pastor and Head of Staff
Effective: Immediately
Supervises: Contract personnel performing building and grounds custodial services
FLSA: Full-time with possible overtime, Non-Exempt

Compensation: Hourly wage rate of \$20.00/hr. (negotiable based on qualifications) with:
Flexible medical benefits
Special event compensation available

Job Summary

Perform and oversee maintenance and upkeep on a two-building church facility with associated equipment and 6 acres of grounds. Prepare sanctuary and education building to host multiple weekly church services and other associated meetings and activities. Job requires Sunday and, at times, Saturday, and evening work.

Job Expectations and Requirements:

- Background and drug checks required
- General knowledge of and ability to perform basic facility maintenance functions such as painting, carpentry, plumbing, electrical, etc.
- Ability to operate HVAC equipment
- Ability to accomplish routine equipment maintenance
- Ability to perform moderate lifting and carrying (approximately 60 pounds) furniture moving activities, pushing dumpster, etc.
- Sufficient strength and mobility needed to survey the facility on a frequent daily basis to identify potential problems, including stairs, ladders, and scaffolds
- Ability to work with a variable work schedule, depending on the season and events on the church calendar (Sunday work required).
- Ability to comfortably interact with church staff as well as congregation members of all ages and others using church facilities (cheerful, welcoming attitude, ability to tolerate frustration, seek advice, etc.)
- Ability to assist church organizations working in the church kitchen and clean it after events
- Ability to oversee vendors and contractors working at the church
- Appropriate dress and hygiene for a church environment

Essential Functions:

- Conduct scheduled daily, weekly, monthly, and annual facility maintenance and cleaning functions
- Accomplish routine equipment maintenance operations
- Report significant facility, equipment, and grounds maintenance problems to appropriate personnel
- Oversee contractors performing recurring building and grounds maintenance and custodial functions as well as contractors brought in for specific maintenance/repair activities
- Operate the HVAC system according to checklists and the church calendar
- Set up the Sanctuary, Parish Hall, and classrooms for scheduled activities that may include proper placement of associated liturgical elements such as communion tables, place flower arrangements, light candles, offering plates, baptistry, etc.
- Set up Sanctuary, Parish Hall, and classrooms for special events such as weddings, funerals, and other community/church events as directed
- Track and order necessary supplies through the appropriate administrative personnel
- Give assistance to all members and organizations who use the church kitchen
- Ensure the kitchen is kept clean at all times
- Perform grounds responsibilities such as picking up trash, cleaning entryways, and salting icy walkways
- Coordinate time-off and vacations with church activities
- Collaborate with staff to ensure safe and secure campus and buildings

A typical work week involves the following hours:

- **Sunday** – arrive between 7am and 7:15am (to check things and open before 7:30am), work at least until 2pm
- **Monday** – arrive between 7am and 7:15am (to check things and open early before children are dropped off), work at least until 4:30pm
- **Tuesday** – arrive between 8am and 8:15am (to check things and open before Anne arrives), work at least until 4:30pm
- **Wednesday** – arrive between 7am and 7:15am (to check things and open before early children drop-offs), work at least until 4:30pm
- **Thursday** – arrive between 6am and 6:15am (to check things and open before 7 AM Thursday prayers), work at least until 3:30pm
- **Friday** – off, unless requested to work for a special event for additional pay
- **Saturday** – off, unless requested to work for a special event for additional pay