



Evening & Weekend Full-Time Coordinator of Facilities

Position Type: Non-Exempt, Hourly
Category: Full-Time (40 hours week & available Saturday & Sunday)
Classification:
Reports to: Director of Facilities & Grounds

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

POSITION OVERVIEW

The full-time Evening & Weekend Facilities coordinator will have a wide variety of responsibilities related to building management primarily focused on evenings and weekends and varied days. The expectations include the standard facilities team member tasks as stated here: Responsibilities will include (but are not limited to) building cleaning, room set-ups, routine building maintenance and grounds management. This position requires a professional presentation and communication, strong skills in teamwork and time-management, an ability to maintain focus while working individually, as well as the physical ability to perform the demands of the job.

RESPONSIBILITIES

Building Maintenance Responsibilities

- **Partner with Director in fixing building maintenance repairs and needs**
Partner with Director in completing minor repair work and fixing minor building issues related to furniture, equipment, plumbing and overall maintenance repairs and needs. Assure Director is aware of any building maintenance needs and report any repair needs beyond your scope.
- **Work with Volunteer Maintenance Team**
Assist Director in working closely with the Volunteer Maintenance Team projects.

Daily Responsibilities

- **Room Set-ups and Teardowns**
Review the building schedule daily to complete room set-up for meetings and events. This includes room cleaning, furniture set-up, equipment set-up and fulfilling any other needs required.
- **Building Cleaning**
Daily duties to be performed and maintained by employee include (but are not limited to) trash disposal, vacuuming, restroom checks and cleaning, mopping, window cleaning and dusting. The Facilities and Grounds Manager may assign additional daily cleaning tasks as necessary.
- **Routine Building Maintenance**
The routine maintenance responsibilities will include (but not limited to) carpet cleaning, upholstery cleaning, changing ceiling tiles, changing lights and landscape maintenance (pulling weeds, watering, picking up trash, snow removal, etc.).
- **Communication and Hospitality**
Must be able to communicate effectively with the Facilities Manager and other team members as well as staff, volunteers, and guests in the building. Report to Facilities Manager issues resolved, those needing attention and those currently in progress. Communication and hospitality are essential for proper building operation and management.

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Proven general maintenance experience.
- Ability to safely operate hand and power tools as well as cleaning equipment.
- Skills in or knowledge of plumbing, HVAC systems.
- Basic computer skills Microsoft Office and Excel and willingness to learn facility management software.
- Must be able to lift at least 40 pounds, able to climb and work on ladder, willing to be trained on and operate lift and work outside removing snow and maintaining grounds.
- Strong time management, follow-up skills and communication skills.
- Ability to develop and manage positive relationships.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.