

WE'RE HIRING

Building Manager

The ministry of the Building Manager is to clean, maintain and preserve the properties of First Lutheran Church. The Building Manager shall be responsible for the day-to-day care of the church property. This also includes, but is not be limited to, scheduling needed contractors; coordinating volunteers for large, time-intensive projects; and maintaining the Church Property Budget.

Requirements :

- Cleaning (each room, every 30 days; the entire building, every year)
- Electrical / Painting / Construction / Light plumbing
- Mow lawn, trim shrubs
- Maintain security system / sound system (in nave)
- Equipment installation
- Maintain a maintenance history
- Provide in-house computer and network support
- Remove snow around immediate building, contract (with Property Committee) a snow removal contract
- Administer "Building Use Policy" and other tasks
- as deemed necessary by the Pastor(s), Church Council and Property Committee
- Ensure local and state inspections and certifications are up to date
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- Pastor(s), Church Council and Property Committee
- Ensure local and state inspections and certifications are up to date

SEND YOUR RESUME TO: flcfindlay@gmail.com