



First Lutheran Church Of Findlay

Immediate Opening for a part-time Building and Grounds Manager

The mission of the Building and Grounds Manager is to maintain and preserve the properties of First Lutheran Church in a manner which presents the property in a welcoming and positive light to parishioners, visitors and the general public / guests. The anticipated time required for this position is 20 – 30 hours per week and is accomplished by;

- Direct the work of contractors for building cleaning and grounds maintenance. May, at times, need to step in and perform similar duties as necessary
- Maintaining accurate maintenance logs on equipment, building and systems including required state inspections and certifications on a timely and accurate basis
- Provide in-house computer and network support and coordinate with outside contractors as necessary in completion of these tasks
- Maintain building security and sound systems
- Administer the building use policy including set up and tear down of associated needs
- Coordinate volunteers for assigned projects
- Lead general maintenance activities including electrical, plumbing, painting, structural maintenance, floor maintenance, and other duties as assigned
- Regularly attend associated meetings as directed

Applications for this position are available at the church office or you can send your resume to flcfindlay@gmail.com.