

LCMS

Job Descriptions

Facilities



Facilities

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Position: Facilities Manager

Accountable to: (_____)

Purpose: To oversee day-to-day and long-term maintenance and operation of the congregation's physical plant.

Primary Duties and Responsibilities

1. Manage maintenance/custodial staff.
2. Closely monitor and follow-up on janitorial-service work performance.
3. Maintain Parents Day Out, early childhood center and/or school campuses.
4. Make repairs as needed or requested by staff at church and administration building.
5. Seek bids and maintenance agreements for business administrator, school principal, trustees or pastor to approve.
6. Make sure all facility certificates of inspections are updated and never expire. i.e. elevator, boiler, kitchen suppression system, interior sprinkler system, fire extinguishers and smoke detector stations etc.
7. Follow up with companies the church has service agreements with, being sure their work is completed on schedule days and times.
8. Be sure set-ups are completed and any changes of dates/arrangements are passed on to the custodian.
9. Help maintenance/custodial staff as needed.
10. Purchase supplies necessary to perform repairs that are requested.
11. Maintain furnace filters.
12. Cover janitorial duties and set-ups during absence or vacations.

Position: Facilities Manager (2)

Accountable to: (_____)

Purpose: To serve the church by supervising the care and maintenance of church buildings and grounds.

Primary Duties and Responsibilities

1. Supervise and direct custodial, housekeeping, groundskeeping, maintenance and security staff members.
2. Coordinate with other staff members to ensure proper set-up and tear down of classrooms and other facilities.
3. Ensure that parking lots are clean and well-maintained.
4. Maintain an appropriate inventory of cleaning materials and supplies.
5. Ensure that air conditioning, heating, security and sound systems are well-maintained and in good repair.
6. Work with appropriate government agencies to ensure that buildings are safe and meet current code requirements.
7. Schedule and coordinate major cleaning projects with other staff members.
8. Schedule and coordinate work with outside contractors as necessary.
9. Provide emergency "on call" services.
10. Work with appropriate staff, committees, officers and leaders in managing the church facilities.
11. Attend regular staff meetings.
12. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Housekeeper

Accountable to: (_____)

Purpose: To serve the church by providing housekeeping services.

Primary Duties and Responsibilities

1. Clean kitchen facilities and equipment regularly.
2. Clean and polish drinking fountains.
3. Polish brass and silver as needed.
4. Maintain crystal and china, ordering replacements as needed.
5. Spot-clean fingerprints on walls in heavy-traffic areas.
6. Remove flowers from sanctuary and clean vases.
7. Dust church mailboxes weekly.
8. Ensure that women's rest rooms and bride's room are clean, well-maintained and appropriately stocked with supplies.
9. Perform regular housecleaning duties in the rectory, such as:
 - Vacuuming;
 - Dusting;
 - Cleaning rest rooms;
 - Doing laundry;
 - Washing floors and windows.
10. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Maintenance

Accountable to: (_____)

Purpose: To serve the church by providing general maintenance and basic repairs to church buildings.

Primary Duties and Responsibilities

1. Provide preventive maintenance for heating and air-conditioning systems.
2. Make basic repairs to plumbing and electrical systems.
3. Make basic repairs to stucco, plaster, brick and stone work.
4. Ensure that fire extinguishers are inspected regularly and properly charged.
5. Ensure that roofs, rain gutters and drains are well-maintained.
6. Perform basic carpentry including cabinet building, furniture and pew repair.
7. Complete minor remodeling projects upon request.
8. Paint facilities as needed.
9. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Groundskeeper

Accountable to: (_____)

Purpose: To serve the church by providing maintenance services to church grounds.

Primary Duties and Responsibilities

1. Maintain landscaping by:
 - Cutting and edging grass
 - Shoveling snow
 - Weeding
 - Pruning shrubs and trees annually
 - Removing underbrush, litter and dead leaves
 - Fertilizing lawns and plants
 - Watering
 - Cultivating
2. Ensure that parking areas, patios and walkways are clean and well-maintained.
3. Ensure that outside lighting is working properly, replacing light bulbs as necessary.
4. Maintain and repair sprinkler systems as needed.
5. Empty outside trash containers after Sunday services and twice during the week.
6. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Security

Accountable to: (_____)

Purpose: To serve the church by providing security for the congregation and church property.

Primary Duties and Responsibilities

1. Patrol church buildings and grounds to ensure that appropriate doors and windows are locked and lights are turned off.
2. Notify police in case of emergency, including:
 - Break-ins
 - Vandalism
 - Theft
 - Assault
3. Escort members, visitors and staff members to parking areas upon request.
4. Ensure that church buildings and grounds are protected from unauthorized visitors.
5. Direct traffic before and after church services and other events.
6. Provide information and direct people to sanctuary and other meeting areas.
7. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Night Custodian

Accountable to: (_____)

Purpose: To serve the church by providing custodial services to church buildings.

Primary Duties and Responsibilities

1. Clean church offices nightly, emptying wastebaskets, vacuuming carpets, mopping floors and dusting furniture.
2. Clean rest rooms in church offices nightly, cleaning fixtures, mirrors, dispensers, door handles and light switches, emptying wastebaskets and restocking paper products as necessary.
3. Open and close appropriate facilities according to master facilities calendar and monitor lights, heating and air conditioning.
4. Provide appropriate room set-up when necessary.
5. Coordinate with security person to ensure that buildings are secure.
6. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Director Food Service

Accountable to: (_____)

Purpose: To serve the church by providing appropriate food service for church programs and special events.

Primary Duties and Responsibilities

1. Coordinate with other staff members to ensure that appropriate food service is provided for church programs, church school and special events.
2. Train and supervise kitchen staff members to ensure proper food preparation, sanitation and service.
3. Develop creative, nutritious and cost-effective menus.
4. Ensure that kitchen and equipment are clean and well-maintained.
5. Obtain required health and fire permits.
6. Order food and supplies to maintain appropriate inventory levels.
7. Coordinate with other staff members regarding special set-up requirements.
8. Provide information about food-service options for receptions, including:
 - Room capacities
 - Menus
 - Estimated costs.
9. Coordinate with caterers and other outside services.
10. Prepare and distribute a monthly hot lunch menu to school parents and staff members.
11. Secure money collected and turn it in along with accurate accounting to the church business office on a weekly basis.
12. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
13. Work with appropriate committees, officers and leaders in carrying out the food-service program of the church.
14. Attend regular staff meetings and retreats.
15. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Cook

Accountable to: (_____)

Purpose: To serve the church by preparing meals for church events.

Primary Duties and Responsibilities

1. Develop creative, nutritious and cost-effective menus.
2. Coordinate with the Director of Food Service regarding dates, menu, number of people and purchasing needs.
3. Train and supervise kitchen staff members to ensure proper food preparation, sanitation and service.
4. Prepare meals according to recipe if needed.
5. Ensure that kitchen and equipment are clean and well-maintained.
6. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Kitchen Assistant

Accountable to: (_____)

Purpose: To serve the church by assisting in the preparation, serving and clean-up of meals.

Primary Duties and Responsibilities

1. Prepare food for the cook as instructed.
2. Prepare/provide condiments.
3. Set and clear tables.
4. Prepare beverages, including:
 - Coffee
 - Tea
 - Cold drinks
5. Serve individual plates or set up buffet.
6. Scrape and rinse dishes, glassware and silverware and load dishwasher.
7. Unload dishwasher; stack and store dishes, glassware and silverware in appropriate cabinets.
8. Wash and dry pots, pans and cooking utensils; store in appropriate cabinets.
9. Package leftovers for refrigerator, freezer and for individuals taking food home.
10. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Librarian

Accountable to: (_____)

Purpose: To serve the church by developing and maintaining the church library.

Primary Duties and Responsibilities

1. Develop and maintain an accurate and up-to-date card file of books and other resource materials.
2. Develop a resource section in the library containing commentaries and a variety of Biblical translations
3. Recruit and train volunteers to work in the library.
4. Create attractive displays promoting new books and periodicals.
5. Issue library cards and establish procedures for checking out and receiving books.
6. Solicit donations and purchase new books regularly.
7. Provide research for pastors working on sermons and special projects.
8. Develop and distribute informational materials about the library and its needs.
9. Cooperate with the (_____) by performing any other duties when asked to do so

Position: Light/Sound Technician

Accountable to: (_____)

Purpose: To serve the church by providing light and sound for worship services and other church programs.

Primary Duties and Responsibilities

1. Ensure that sanctuary and other areas are well-lit.
2. Supervise installation of additional lighting as needed.
3. Coordinate lighting during worship services, weddings, funerals and other events.
4. Ensure that lighting and sound systems are up to code and in good repair.
5. Ensure that sound systems are checked out and properly managed during worship services, weddings, funerals and other events.
6. Maintain an up-to-date inventory of audio/visual equipment, including:
 - Microphones
 - VCRs
 - Overhead projectors
 - Movie and slide projectors
7. Work with appropriate committees, officers and leaders to develop effective sound and lighting in the church.
8. Cooperate with the (_____) by performing any other duties when asked to do so.

Position: Media/Audio/Visual Coordinator

Accountable to: (_____)

Purpose: To serve the church by providing comprehensive media services for church events.

Primary Duties and Responsibilities

1. Tape, reproduce and sell audio and videotapes of worship services and other church programs upon request.
2. Develop a church media library.
3. Process mail orders of media products.
4. Order media supplies, including:
 - Tapes
 - Labels
 - CDs
 - Shipping envelopes
5. Develop information pieces, catalogs and order forms to promote the media ministry.
6. Secure money collected and turn it in weekly along with accurate accounting to the church business office.
7. Coordinate with local radio and television stations, providing tapes upon request.
8. Work with production staff members of the radio and television ministry.
9. Cooperate with the (_____) by performing any other duties when asked to do so.