



MEMORIAL PARK CHURCH IS SEEKING A **ASSISTANT FACILITIES DIRECTOR**

Purpose

The Assistant Facilities Director has the day-to-day responsibility for managing the custodial and facilities operations for all buildings on the Memorial Park Church campus. This position is responsible for coordinating Facilities staff and resources for on-site activities, events, or meetings. Additionally, the position is the department's point of contact for urgent facility needs for any group or individual meeting on-site. Coming alongside ministries in order to advance the mission of Memorial Park Church to Love People. Know Jesus. Live Transformed.

Qualifications

- A minimum of a High school diploma or equivalent
- Previous custodial or housekeeping experience required
- Previous supervisory experience preferred

Accountability

The Assistant Facility Director shall report directly to the Facilities Director

Position Status

- This is full-time, salaried position scheduled for Tuesday through Saturday from 7:00 AM-3:30 PM
- On-call for facility emergencies or off hour Facilities staff inquiries, as needed
- The position will enjoy the fulltime benefits as stipulated by MPC's Personnel Handbook

Essential Duties & Responsibilities

Responsibilities:

- Provide overall supervision of the building to ensure all programs and events are running smoothly to the level of expectation as defined by the Facilities Director.
- Coordinate room set ups/use with ministry leaders or admin staff
- Assist Facilities staff in maintaining cleanliness of the building on a continual basis throughout the shift, including restrooms, windows, floors, and carpets.
- Assist Facilities staff in preparing rooms for meetings or events, including room set-up/tear down, churchwide resource allocation, and lighting/electrical needs.
- Light maintenance responsibilities as assigned or assisting the Facilities Director in maintenance as needed.
- Maintain cleaning supply/paper product inventory.
- Sidewalk snow removal and equipment maintenance.
- Familiarity with the Fire Alarm System and response to emergencies, including possible evenings, weekends, or holidays.
- Participate in recruitment and selection of new hires within the Facilities Department.
- Assist in scheduling part-time employees to cover regular shifts and additional event staffing.
- Manage part-time employees time clock/payroll reporting.



Essential Duties & Responsibilities Continued

- Conduct annual evaluations of assigned employees, including recommendation and implementation of any in-house training of employees.
- Meet with vendors or contractors as needed
- Attend all required staff meetings as directed by the Facilities Director
- Other administrative duties as assigned

Knowledge, Skills, and Abilities Required

- Knowledge of basic cleaning practices.
- Ability to work successfully with other Ministry staff and members.
- Ability to work independently from the Facilities Director.
- Proficient in the use of office software and other management systems, or the ability to learn and understand these programs within 3 months.
- Proficient oral and written communication skills.
- Ability to train and supervise Facilities staff.
- Planning and organizational skills.
- Ability to recognize health or safety concerns and the initiative to act upon them.

Physical and Cognitive Considerations

This position requires many different physical requirements, including but not limited to:

- Standing or walking for extended periods of time
- The ability to observe and identify cleanliness of areas and equipment, or items in need of repair
- Reaching or stooping
- Frequent pulling, pushing, and lifting of furniture, equipment, or other heavy objects
- Climbing ladders with 3 points of contact
- Lifting and moving of 50 lbs

Cognitive considerations include:

- Ability to read, write, and organize materials
- Must be able to relate to people in a professional manner
- Ability to remain focused and complete tasks in a timely manner despite internal or external distractions
- Must possess good problem-solving skills
- Must be able to recognize safety hazards and exhibit good safety awareness and judgement

How to Apply

Email letter of interest and resume to James Dames at jdames@mpcepc.org

Memorial Park EPC

8800 Peebles Road, Allison Park, PA 15101
(412) 364-9492 | mpcepc.org