

Facilities Director Job Description

The Facility Director (FD) is responsible for building and leading teams to actively engage in all aspects of facility management to create a world-class environment which lead people to follow Jesus, be changed by Jesus and commit to the mission of Jesus...because lives are at stake.

Direct Report (DR): Office Manager (OM)

Meeting Expectations: Weekly All Staff Meeting

Employee Status and Pay: Part-Time / Non-Exempt / \$15 hourly rate

Time Commitment: 28 hrs. per week (Monday- Friday/Weekends as Needed*)

The Facility Director will be responsible for:

MODELING BIBLICAL PRINCIPLES

Responsible for upholding Biblical priorities and core values of Lakeland. The FD should passionately live out a vital daily relationship with Jesus Christ. The FD models a strong relationship with his or her spouse (if married) and children (if applicable). The FD strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships and actions.

These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Participating in a Lakeland small group on a regular basis.
- Setting appropriate boundaries to protect character and integrity.
- Invest in the lives of Lakeland's target demographic
- Models standards and expectations of being a Lakeland Partner
- Adhering to and encompassing the qualities and characteristics required of Lakeland employees, as defined by the Staff Handbook.

OVERSIGHT AND EXECUTION OF THE FOLLOWING AREAS:

Lakeland Facilities Teams exist to create an attractive, safe and welcoming environment at Lakeland.

- *Team Building/Leading* – 10% (Approximately 3 Hours per Week)
 - Develop teams of high capacity volunteers in the following areas:
 - Weekday Facilities Team
 - Weekend Facilities Team
 - Maintenance and Special Projects Team

- *Custodial* – 55% (Approximately 16.5 Hours per Week)
 - Develop a regular cleaning routine to ensure that all parts of the facility are kept clean in proportion to their usage. It is assumed that some tasks might be daily, others weekly or monthly, while still others only quarterly
 - Determine supplies needed, choose vendors, and maintain inventory
 - Keep all custodial work areas and stock rooms neat and organized
 - Serve as the contact person and work with Direct Contact Cleaning to maintain facility cleanliness
 - Review weekly cleaning logs
 - Follow up on any items needing further attention
- *Maintenance* – 25% (Approximately 7.5 Hours per Week)
 - Keep the grounds and facilities well-maintained
 - Develop and follow a preventative maintenance program
 - Document all maintenance requests and completed work
 - Manage all subcontracted maintenance contracts
- *Setup* – 10% (Approximately 1 Hour per Week)
 - Manage Auditorium seating to ensure ‘readiness’ for all activities
 - Work with OM and/or XP to determine other setup and organizational needs
- Perform other duties as assigned to fulfill the strategic objectives of Lakeland Church

AREAS OF OVERSIGHT & EXECUTION	HOURS/Week
Total Team Building/Leading	3.0
Regular Custodial Tasks	10.0
Supply Ordering/Organize/Stock Supplies and Storage Areas	6.0
Communicate with DCC	0.5
Total Custodial	16.5 Hours
Regular Maintenance Tasks	4.0
Develop and Maintain Regular Maintenance Program	0.5
Regularly Update and Maintain Task Lists in Asana or Spreadsheet Tracking	2.0
Manage Subcontracted Work	1.0
Total Maintenance	7.5 Hours
Setup Auditorium/Misc. Setup	1.0
Total Setup	3.0 Hours
Total Weekly Hours	28 Hours