

Building Supervisor – Position Description

Sherman Street Christian Reformed Church

Description

The *Building Supervisor* is responsible for cleaning, preparation for Sunday worship and other events, building and grounds maintenance, and general facilities management. This position is accountable to the *Ministries Coordinator* in coordination with the *Building and Grounds Committee*.

Schedule

20 Hours per week (0.5 FTE) – Ideally four days per week, including Sunday

Primary Responsibilities

- Cleaning
 - Coordinate [with cleaning service] and perform regular cleaning of sanctuary, entrances and hallways, classrooms and meeting rooms, offices, kitchens, carpets, and restrooms
 - Set up classrooms, narthex, pulpit, and stage area as needed
 - Clean up following coffee hour
 - Remove bulletins and other papers, crayons etc. from pews after service
 - Collect Connect Folder inserts after the service
- Building Maintenance
 - Ensure elevator is properly functioning
 - Monitor building and grounds for potential problems or needs.
 - Coordinate repairs in consultation with supervisor and the Building and Grounds Committee
 - Replace light bulbs and batteries as needed
 - Ensure tables and chairs are in good condition
 - Respond to requests from building and grounds committee
- Grounds Maintenance
 - Mowing, clipping, weeding, edging, trimming, and watering (or coordinating volunteers)
 - Shoveling and salting walks as needed
 - Keep parking lot and grounds clean and free of clutter
- General Facilities Management
 - Open church doors in advance of worship services and events
 - Ensure heat and cooling adjusted properly
 - Make sure lights are turned off and church is closed following events
 - Other duties as assigned

Supervision and Evaluation

This position reports to the *Ministries Coordinator*

Wages and Benefits

Wages should be determined with the following considerations:

- Information as to what others are earning in comparable positions
- The economy of the church and community
- Job performance and job load
- Length of service

The Administrative Council, in conjunction with the Finance Committee, will recommend a wage each year as part of the budget process.

Vacation

In the first and second years of employment, the employee will receive one week paid vacation equivalent to the average number of hours normally worked in one week. In the third and fourth years of employment, the employee will receive two weeks paid vacation equivalent to the number of hours normally worked in two weeks. In the fifth year of employment and beyond, the employee will receive three weeks paid vacation equivalent to the number of hours normally worked in three weeks.

An employee wishing to receive vacation pay must take time off for vacations; vacation time cannot be carried over from year to year without prior approval of the Administrative Council.

The employee must submit a request for vacation time to the Ministries Coordinator, who will then report to the Administrative Council.

Bonus Days

Part-time employees will be entitled to be paid for the average number of hours normally worked during three days per calendar year for use in the following ways:

- To use when absent due to illness or accident
- To use as personal days
- To use as holiday pay

Bonus days cannot be carried over from year to year and no payment will be made if they are not used.