

Facility Coordinator Volunteer Position Description

Job Title: Facility Coordinator

Volunteer Hours: best estimate 6-8 hours per week

Supervised by: Pastor

Purpose:

Manages the cleaning/maintenance of the buildings and grounds of St. Catherine of Siena.

Responsibilities:

1. Negotiates and manages all contracts (cleaning, snowplowing, mowing, trash removal, etc.) and other less formal arrangements involving the upkeep, insurance, and security of the parish properties.
2. Manages all repairs, either by doing the work or hiring a company to fix the problem.
3. Insures that the Vestibule is presentable before funerals and weddings. Move heavier items (kneelers, Easter candle) when there are special liturgical events.
4. Utilizing contracted cleaning service vendor, insures seasonal tasks such as carpet cleaning, window washing, etc., are performed on schedule.
5. Opens and closes buildings except when other persons are authorized to do so.
6. Inspects cleaning of church, rest rooms and parish hall. Insures that rest rooms are stocked with soap and paper supplies as needed. . Replaces light bulbs and fluorescent tubes.
7. Insures snow and ice is removed from walks as needed.
8. Sees that safety devices such as fire extinguishers, smoke detectors and emergency lights are inspected as required.
9. Utilizing contracted vendors and/or volunteer committees; insure the lawns and shrubs are properly maintained.
10. Coordinates community service workers for parish projects as needed.
11. Reports the need for major maintenance or repairs to the pastor and parish council.
12. Working with Events Coordinator, insures needed services (i.e., cleaning, chair/table set up, etc.) related to reception/parties after weddings, memorials, and funerals, etc. are available.
13. Prepares and maintains telephone book of contacts, and record of hours worked.
14. Meets with the Parish Council periodically to report on maintenance issues.
15. Reports to Pastor who sets priorities; and to Buildings and Grounds Chairman who coordinates rotational schedules of volunteers.