St. Andrew Presbyterian Church of Yuba City
is hiring a
Facilities Manager

to oversee a large church facility with maintenance, repairs and custodial work within a faith-based community.

This position is for 20 hours/week
with some availability on evenings and weekends.

You can find the full position description at StAndrewPCUSA.org.

Apply by submitting a cover letter, resume and the application by email to Pastor Tiffany at THolleck@StAndrewPCUSA.org or by turning it into the church office.

Applications should be received by August 15.

This position is open until it is filled.

1390 Franklin Road, Yuba City, CA 95993 + (530) 673-7353

Facilities Manager

St. Andrew Presbyterian Church, Yuba City, CA

PURPOSE: The Facilities Manager is responsible for ensuring the successful operation and function of the church's buildings and grounds in support of its mission. Under the direction of the Business Office Administrator, the Facilities Manager is responsible for the scheduling and execution of maintenance of all church buildings and grounds for all regular church functions and additional special events such as weddings, memorial services, outside groups, etc.

DUTIES:

- Perform and/or coordinate preventative maintenance and repairs of church buildings and grounds while maintaining a log of routine and special repairs and improvements
- Working in conjunction with the Property Team when necessary, negotiate/request and review contracts for routine maintenance, improvements, and/or additions.
- Schedule with the Business Office Administrator for major repairs such as lighting, heating and ventilation equipment, sprinklers, etc.
- Oversee maintenance of grounds including, but not limited to, removal of debris and dirt from sidewalks, walkways, and parking lot
- Complete and/or schedule in-house repairs as needed
- Schedule outside vendors, when necessary, to meet on site, review system failures, request estimates, request authorization and oversee repairs or work to be done
- Oversee state and federal compliance and regulations for the commercial kitchen
- Set up and take down chairs and tables in rooms to accommodate regularly scheduled weekly or monthly activities in addition to special events
- Oversee and coordinate weekly cleaning of buildings and grounds with the church Volunteer Custodial Group and/or other church volunteers. Perform custodial duties as needed
- Meet regularly with Business Office Administrator and Volunteer Custodial Group coordinator
- Schedule shampooing of carpets and cleaning & sealing floors on a regular basis
- In partnership with the Volunteer Custodial Group, empty/remove trash, recycling and green waste from buildings during the week, as needed
- In conjunction with the Business Office Administrator, work with the Pastor and Property Team when necessary, respond to facility emergencies and provide corrective action to damaged property, alarm problems, graffiti, vandalism, persons trespassing, etc.
- First point of contact for all campus emergencies (includes after hours)
- Maintenance of AED per manufacturer's instructions
- Requisition of custodial supplies from Business Office Administrator

- Maintain paper products, soap, hand sanitizer, etc., in all rooms by checking and replacing daily
- Communicate regularly with all staff members and attend staff and Property Team meetings to coordinate schedules and assure readiness of facility for all activities
- Perform other duties as required by Business Office Administrator and/or Pastor
- Ensure that the facilities are clean and prepared for Sunday and special events
- Check the online Church Calendar regularly
- Responsible for managing regularly scheduled inspections by the Health Department and Fire Marshall and for overseeing suggested and/or required resolutions
- Obtain a Food Protection Manager's certificate and act as first point of contact for commercial kitchen issues as they arise. Is responsible for ensuring the kitchen meets health and safety codes
- Attend weekly staff meetings
- Make suggestions to and consider suggestions from the Property Team

JOB QUALIFICATIONS:

- Knowledge and practical skills for basic carpentry, plumbing, electrical, masonry, and painting
- Ability to read and interpret instruction manuals for HVAC, lighting, security, etc.
- Ability to independently prioritize and perform maintenance duties
- Maturity and flexibility in working with a diverse membership with competing priorities
- Strong interpersonal skills, including positive and professional verbal and written communications with staff, members, guests and vendors
- Physical ability to move tables and chairs and lift 50 pounds
- Able to work on a flexible schedule
- Possess a valid CA driver's license and provide proof of auto insurance.
- Successful completion of St. Andrew Church's Child Abuse Prevention Program + Vulnerable Adults (CAPP+VA).
- Pass background check and complete Live-Scan fingerprinting process
- Acquire and maintain current Food Protection Manager's certification

NATURE OF POSITION:

- 20 Hours per week with availability in the evenings and weekends with flex time
- Availability to respond to emergencies

SALARY AND BENEFITS:

- Hourly rate set annually by Session
- Benefits per personnel policies
- Beginning rate from $20/hr.