



Job Description

Position: Facilities Manager, Bolingbrook, South Naperville, and Three Rivers Campuses

Reports to: Director of Facilities – Jon Borchardt

Schedule: Part-time Hourly, Non-Exempt; (1,200 hours per fiscal year)
Some weekends may be required; Work may be required at any of our campuses

Employment

Classification: Coordinator/Manager (C)

Role Overview:

The Facilities Manager role is responsible for overseeing the work performed by Facilities Workers at our Bolingbrook, South Naperville, and Three Rivers Campuses. This role will directly supervise those workers as well as assist with needed tasks. Each week may require a slightly different schedule.

Responsibilities:

- Be the liaison between campus staff and facilities team members. Campus staff will communicate all cleaning/setup concerns directly to the Director of Facilities so that they can be addressed with the team.
- Perform surprise inspections of Bolingbrook, South Naperville, and Three Rivers Campuses during work shifts to check on employee productivity and quality of work and inspect buildings for cleanliness.
- Must be available to attend/oversee Special Events.
- Will assist in the hiring process of new employees.
- Will train and coach new employees.
- Find substitutions if an employee calls off work.
- May be required to cover a shift in the event of a “last minute” call-off by an employee.
- May be needed to assist in performing janitorial services including vacuuming, dusting, mopping, emptying trash receptacles, wiping windows, and operating of floor scrubbing machine.
- May be needed to prepare campus worship center, classrooms, and meeting rooms in advance of scheduled events according to the requirements requested in the reservation system. This includes but is not limited to setting up the requested number of tables and chairs in the requested configuration.
- Respond to employee questions/concerns while they are working their shifts.
- Serious issues will be brought up to the Director of Facilities for direction/decision making.
- Will coordinate with Facilities Director and conduct employee reviews 2 times per year for Bolingbrook, South Naperville, and Three Rivers Facilities Staff.
- Will be familiar with and have keys for **ALL** Compass Church facilities.
- Will be emergency backup for all campuses when the Facilities Director is out of town or unavailable.
- Must be a team player that is comfortable with and has the talent/wisdom to coach High School age staff members.

Additional Requirements:

- Attend weekly meetings with the Director of Facilities at the 95th Street Offices.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.

- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.
- Must be at least 21 years of age.
- Must be able to lift 50 pounds.
- Basic Understanding of Facilities and church operations a plus.