



Job Description

Position: Facilities Manager, Wheaton, Bolingbrook, Three Rivers
Reports to: Director of Facilities – Jon Borchardt
Schedule: Part-time Hourly, Non-Exempt; (1,050 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 Wheaton, Bolingbrook, 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/set up concerns directly to the Director of Facilities so that it can be addressed with the team.
- Perform surprise inspections at Wheaton, Bolingbrook, 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 operation of floor scrubbing machine.
- May be needed to prepare Campus Worship Centers, 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 Wheaton, Bolingbrook, and Three Rivers Facilities staff.
- Will be familiar with all locations and have keys for **ALL** facilities of The Compass Church.
- Must be a team player that is comfortable with and has the talent/wisdom to coach High School age and adult staff members.

Additional Requirements:

- Attend weekly meetings with Director of Facilities at our 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 18 years of age.
- Must be able to lift 50 pounds.
- Basic Understanding of Facilities and church operations a plus.