

Hays First United Methodist Church
Job Description and Qualifications
Church Facilities Technician-
(Full Time- 40 hours weekly)

Job Description-

The Church Facilities Technician will work under the direction of the Senior Pastor and Board of Trustees for the cleaning and maintenance of the Hays First United Methodist Church buildings and grounds.

- Custodial duties include but are not limited to: cleaning and maintaining floors, emptying trash receptacles, cleaning, dusting, and maintaining sanctuary, lavatories, offices, classrooms, kitchen, nursery, bride's room, dining hall, stairways, entry ways and storage areas; to set up and take down tables and chairs as necessary for events, activities, and ministry of the church; seasonal exterior maintenance including supervision of mowing crew; care and maintenance of church lawn and foliage, clearing sidewalks of snow and applying ice melt when necessary; checking to make sure building lights are off and doors are all locked at the end of each day.
- Maintenance duties will include the light maintenance needs of the church including but not limited to: changing light bulbs and light ballasts, lavatory and kitchen plumbing repairs, restocking of paper and other products for the lavatories, building repairs, and painting.
- Special Event Preparation- Weddings require pre-service set up, on site availability prior to service, and cleanup of church following the wedding. A wedding honorarium is paid to the CFT and is not considered part of the regular wages. Funerals, Hays District and Great Plains Annual Conference Events at Hays First UMC are part of the regular 40 hour wages.
- Administrative tasks include but are not limited to: making sure need building and custodial supplies are acquired after an annual budget is prepared and approved by the Board of Trustee and Administrative Board; regular attendance of church staff meetings; contacting church volunteers when necessary to help with varied tasks, and working with HVAC contractors, carpenters, plumbers, electricians, and other outside building professionals as required.

Compensation-

\$15.00 per hour plus benefits of \$6,000 per year for health insurance; annual vacation and sick leave

General qualifications for the Church Facilities Technician (CFT) are:

1. CFT must be committed to the Christian faith and the overall mission and ministry of Hays First United Methodist Church.
2. CFT must develop and maintain good communication skills with the Pastor, Board of Trustee members, church staff, volunteers, church members and community.
3. CFT must be independently motivated and able to work individually on the daily and seasonal needs of the church property.
4. CFT must have a good knowledge of cleaning and maintenance and be able to utilize that knowledge to keep the physical and structural needs of the church in proper condition.
5. CFT must be in good physical condition and able to lift up to 40 pounds.
6. CFT must have knowledge of or a willingness to learn about the United Methodist Church, its connectional nature as a church, and an understanding of the use and availability of Church property as related to the total church ministry.
7. CFT must be able to work directly with the Pastor and Volunteer Coordinator to meet the needs of the overall mission of the church.

The Church Facilities Technician is responsible to and under the primary supervision of the Senior Pastor, and is administratively responsible to the Staff/ Pastor-Parish Relations Committee (S/PPRC), and the Board of Trustees.

It is the responsibility of the Board of Trustees and the S/PPRC to review and update as needed the 'Duties and Responsibilities' list associated with this position and the time table connected to those duties and responsibilities.

Formal evaluation of this position by the Pastor shall occur as frequently as necessary, with reports made to the Church Facilities Technician, the S/PPRC and the Board of Trustees. The S/PPRC shall make at least an annual evaluation of the Church Facilities Technician and shall make the salary recommendation for the annual budgeting process.

The Church Facilities Technician shall have a liaison representative from the Board of Trustees and the S/PPRC.