

**JOB DESCRIPTION**  
**MONTROSE FACILITIES COORDINATOR**  
**CAMPUS: BATH**



**Ministry Area:** Administrative  
**Ministry Position:** Montrose Facilities Coordinator  
**Time commitment:** 25 hours per week, part-time salaried, non- exempt status  
**Report to:** Bath Campus Facility Manager

**Position Overview**

The Montrose Facility coordinator provides facility of the Montrose building located on S. Cleveland-Massillon Rd. This position directly supports Grace Church Bath Campus with excellence in servicing its ministries and events related to safety as well as appearance and function.

**Essential Job Functions**

- Cleaning which includes daily tasks such as vacuuming, cleaning restrooms, restocking restrooms, wiping down all surfaces, cleaning carpets, washing windows, mopping floors, emptying trash, taking trash to the dumpster and other various “cleaning” tasks.
- Coordinate the facility for weekend services at the Montrose building which includes opening and closing.
- Auditorium Readiness which includes building a team and making sure the chairs and furniture are set up prior to service and torn down after service every week.
- Report to Facility Manager any repair or renovation projects needed at the Montrose building.
- Interaction with vendors, guests, and regular attendees is necessary as we represent not only Grace Church, but also Jesus Christ.
- An ability to work unsupervised to accomplish a variety of tasks.
- Schedule flexibility: This position requires flexibility in your schedule to allow the building to be ready for ministry use and respond to emergency situations.
  - There is a semi-regular weekly cleaning schedule, but due to the use of the buildings, there are times when that can change.
  - Requires weekend and holiday working hours.
  - Requires flexibility to do what it takes to allow our church services and events to occur in an excellent fashion and being someone who will treat the church facilities as their own.
- This position will help to support the Ghent Rd team for “all Campus events”, when needed. Ex: Christmas, Easter, Worship Nights, Communion, Conferences

**Physical Requirements**

- This position is physically demanding and requires being able to lift a minimum of 30 lbs., with repetitive motions while standing all day
- The ability to move a variety of furniture and set up and tear down of tables and chairs.
- An ability to use and be safe on a ladder (minimum 8ft high) and to climb to the roof of the church to work on maintenance issues as needed.
- All other tasks as requested required continuing a level of excellence at Grace Church that will allow Grace church to continue to pursue the Lord’s desires.

### **Technical Requirements**

- Excellent skills with Excel, MS Word, and Office (including Outlook)
- Confidence in your use of technology
- Willingness to learn website updating and maintenance, Gracelink, etc.
- Acute attention to detail

### **Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (I John 5:14).

### **General Requirements**

- Faithful and committed attendee of Grace Church, Bath Campus.
- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Has completed or is in the process of completing Discovery within six months of hire.
- Has a heart focused on ministry, not just a job.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture, always being concerned about the spiritual welfare of others.
- Is teachable and willing to learn how to develop both strengths and weaknesses.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Possesses a strong work ethic (We are the recipients of the Lord's money), working the required weekly hours.
- Is self-directed and a self-starter, pro-actively working independently with minimal supervision.
- Is proficient and confident in computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strive for excellence, not perfection.
- An eagerness to initiate or respond personally to the needs and questions of others connecting them to the ministry of Grace Church.
- A willingness to be part of the overall Grace staff team being flexible as assignments and/or weekly needs arise.
- Is dependable, thoughtful, and trustworthy.
- Has a professional, yet personal approach to ministry.
- Is willing to perform other duties as required in a spirit of servitude.

### **Measured By**

- 30-60-90 day and Annual Review by the Facilities Manager.
- Input from staff and volunteers.