

Facility Manager

Job Description

Start Date: 2025 (Immediately)

Employment Type: Full-time, 35 hours/wk with benefits

Reports to: Lead Pastor

Wage: Wage will be determined based on experience and qualifications.

About the Position

Morden Alliance Church (**MAC**) is a vibrant and growing faith community committed to fostering spiritual growth, building meaningful relationships, and serving our surrounding community. We are seeking a skilled and dedicated Facility Manager to ensure that our church building and property are well-maintained, clean, safe, and welcoming for all who use them.

This role is responsible for overseeing the upkeep and maintenance of the facilities, including custodial duties, minor repairs, and general maintenance. The Facility Manager will also work in conjunction with the Ministry Administrator to coordinate and support rental groups—ensuring spaces are prepared, schedules are managed, and user needs are met in alignment with MAC’s mission and policies. By stewarding the church’s physical resources, the Facility Manager will play a vital role in supporting the ministries and events that take place both within the church and in the broader community. **Preference will be given to candidates who attend Morden Alliance Church.**

Responsibilities

(Work time Flexibility is required here as some tasks require, day-time, afternoon or after evening event clean up, set up etc. so the facility is ready for the next day’s use etc.)

Cleaning and Maintenance:

- Using the church facility calendar as your reference point, develop and implement a comprehensive regular cleaning schedule for all areas of the church facility. Ensuring that the interior of church building is kept clean, safe, free of clutter and set-up.
This Includes, but is not limited to: Cleaning of walls, counters, fixtures, windows, cupboards, doors, floors, handles, doorknobs, appliances, equipment, etc.
- Manage garbage, and recycling for the facility as well as scheduling pick up etc.
- Perform or oversee general maintenance tasks.
This includes but is not limited to: changing lightbulbs, adjusting auto-closers, tightening loose screws, paint touch-up, patching drywall, lubricating doors, maintaining organization of sports equipment room and various storage rooms in the church.
**** A basic knowledge of, drywalling, general construction, plumbing work and electrical work would be considered an asset.**
- Maintain janitorial supply room/s, supplies, and equipment. Order needed supplies and equipment in advance to ensure stock is kept.

- Perform or oversee regular maintenance on church property care equipment (floor scrubbers, carpet cleaner, vacuum systems, gas powered snowblower, gas powered riding mower, gas powered *weed whipper etc.*)
- Coordinate with external contractors for specialized maintenance or building project needs if unable to do yourself.
**** Experience servicing small engine equipment and operating landscaping equipment is an asset.**

Outside Property Care:

- Monitor weather conditions and proactively manage snow removal and salting of sidewalks and entrances during winter months.
- Update and change church sign messages as required.
- Ensure a safe and accessible environment for all attendees, staff, and visitors prior to their arrival. (This means snow is cleared on sidewalks, at all doorways, before office hours, and Sunday Am events, or evening events and that salt is put down when required.)
- Maintain, coordinate and/or ensure the grass is cut, weed whipped on a regular basis, and that weed control is applied as needed.
- Ensure building envelope is clean, free of debris, garbage etc.
- Perform miscellaneous yard duties as needed seasonally including but not limited to: Tree branch trimming, yard clean up, pest control etc.
- Oversee, train and instruct volunteers who assist with yard care and clean up making sure that proper protective gear is being used and provided.

Event Setup & Event Security

- Using the church facility booking calendar as your guide, setup and prepare spaces for various church events and external bookings. This includes setting up of furniture and equipment as needed for events, meetings, and special occasions and cleaning up after events.
- Oversee and implement security measures during external group rental events to ensure the care and safety of participants and church property.
- Be available during external group rental event/s to answer questions from renters.
- Coordinate with local authorities if necessary and enforce security protocols.
- Unlock and lock the building as needed for events.

Qualifications:

- Previous experience in custodial work, facility maintenance, or a similar role, preferably in a community or church setting.
- Strong organizational and multitasking abilities, with the capacity to manage multiple projects simultaneously.
- Skills in general maintenance, with an aptitude and *knowledge of basic, drywall, construction, painting, plumbing work and electrical work is considered an asset* for performing repairs.
- Ability to effectively communicate and coordinate with external vendors for larger or specialized tasks.

- Knowledge of safety and security protocols to ensure a safe working environment.
- A proactive and reliable work ethic, with the ability to adapt to a flexible schedule that may include evenings and weekends.

Position Requirements:

This position requires the employee to have the flexibility to work a varied schedule, including daytime, evening, and weekend hours, based on the needs of the role. Responsibilities such as facility maintenance, event support, and coordinating with rental groups will often require adaptability to accommodate the church's activities and facility usage.

- High school diploma or equivalent; additional relevant certifications are a plus.
- Availability for flexible hours, including evenings and weekends, to accommodate event schedules and emergency situations.
- Physical ability to perform lifting and other tasks related to facility management and cleaning.
- Must possess a valid Manitoba Driver's License and have a reliable vehicle.
- Excellent communication and interpersonal skills, with proficiency in English.
- Must be able to work 35 hours a week with a highly flexible schedule, including mornings, afternoons, evenings, and weekends, depending on the needs of church events, rentals, and ministry programming.

How to Apply:

Interested candidates should submit their resume, cover letter, and 3 references to employment@mordenalliance.ca

Morden Alliance Church is committed to fostering a diverse and inclusive workplace and is proud to be an equal-opportunity employer. We welcome applications from individuals of all backgrounds. Only candidates who meet the qualifications and requirements for the position will be contacted for an interview. Thank you for considering this opportunity to join our team.