

**Job opening:** Facility manager, Westminster Presbyterian Church

**Location:** Salem, Oregon

**Hours:** 16-20 per week

**Salary:** \$23 per hour

**Benefits include:** Sick time, vacation, 401(k) match

**Worksite:** In-person

**About the church:** See our website at [SalemWestPres.org](http://SalemWestPres.org).

**How to apply:** Send your resume to [Jobs.SalemWestPres@gmail.com](mailto:Jobs.SalemWestPres@gmail.com). You are welcome to include a cover letter. All applications will be reviewed by humans, not AI. Finalists will be expected to provide references.

**Deadline:** You are encouraged to apply as soon as possible. Applications will be reviewed and interviews conducted on a rolling basis. Applications will close by March 31 at the latest, and earlier if a successful candidate is chosen.

**Position Title:** Facility Manager

**Supervisor:** Pastor, Head of Staff

**Congregational Relations:** Buildings and Grounds Committee Chair

**Status:** 16-20 hours/week; scheduling flexibility required for urgent and special event needs

**FLSA:** Non-Exempt

**WPC:** An Equal Opportunity Employer

### **Job Summary:**

#### **Primary Responsibility**

The primary responsibility of this position is to support church mission, facilities and grounds operations including the Bruce Marsh Lodge and Winola House in close collaboration with the Building & Grounds committee and the Office Manager.

This includes:

- Support routine facility inspections and service by various contractors.
- Execute routine janitorial functions, including facility cleaning and maintenance repair.
- Support emergency facility maintenance.
- Report to and assist members of Building & Grounds in conducting routine facility maintenance.
- Make minor repairs/replacements.

#### **The position requires:**

- Passing a background check.
- Completing WPC's Child Protection Training requirement.
- Basic experience in building repairs and maintenance.
- Strong verbal skills to further professional and constructive interaction with staff, contractors/vendors, and congregants.
- Ability to lift and move items weighing up to 45 lbs.

- Ability to act with minimal supervision in an independent, collaborative and initiative-taking manner.
- Ability to develop, in time, extensive knowledge of the church facility and its infrastructure.

**Summary of Essential Functions:**

**Facility Operations and Maintenance:** This individual is expected to:

- Work with Office Manager to ensure all parts of the facility are prepared for scheduled activities.
- Regularly check infrastructure systems to determine they are working properly.
- Facilitate on-property appointments with vendors and contractors.

**Communication & Coordination:** This individual will:

- Maintain close communication with Office Manager and Building & Grounds committee.

**Other duties as assigned by Pastor or as discussed with Buildings and Grounds Committee Chair.**

**Qualifications/Skills:**

- Friendly and outgoing, with a love for serving others.
- Demonstrates initiative and flexibility, guided by the goals and best interests of the church.
- Willing to learn new skills and expand upon existing skills.
- Ability to innovate when challenges arise.
- Initiative-taking in identifying and addressing facility needs.