



Job Title: Temporary Facilities Manager

Classification: Hourly non-exempt; part-time

Reports to: Rector

St. Luke's Episcopal Church is a constituent member of the Episcopal Diocese of Chicago and part of the Anglican Communion. The church was founded in 1885 and built its current campus over the course of the early 20th Century.

Position Description

Reporting to the St. Luke's Rector (head pastor), the Facilities Manager is responsible for the overall cleanliness, maintenance, and safety of the St. Luke's Campus. The campus is primarily composed of the Main Church (Nave), Chapel, Garth (Garden), Parish House (meeting rooms, classrooms, offices and kitchen) and the surrounding grounds. This position serves on the Buildings and Grounds committee and is responsible for executing on the committee's approved improvement and maintenance schedule. This position coordinates service providers and vendors who perform preventative and regular maintenance of the building and its equipment, excluding musical instruments. The position takes proactive measures to identify tasks to complete and supplies needed regarding the maintenance of the campus or when necessary completed by outside service providers. This position works independently.

Essential Duties and Responsibilities

- Proactive maintenance of all buildings and grounds matters including cleaning, trash removal, painting, mechanical, appliance, raking, snow removal, weeding, mowing, etc
- Proactive maintenance of shared staff calendar for facilities maintenance considerations
- Inspects all church mechanical equipment and performs regular & preventative maintenance as recommended by the manufacturer. Informs the Rector and Buildings and Grounds committee of any maintenance issues needing outside attention and actively participates in arranging for and supervising vendors.
- Arranges for or attends to routine maintenance on all mechanical systems, appliances, plumbing, etc.
- Arranges for and maintains calendar of all building and grounds vendors including but not limited to pest abatement, landscaping, sprinkler, boiler, plumbing
- Maintains proper compliance with all public safety and health requirements including but not limited to sprinkler, fire, police, health



- Room set-up and take-down for all church events and liturgies, including religious holidays
- Access and security for church events as requested with at least one month notice
- Option to serve as security and hospitality for outside events (concerts, outside weddings/funerals, etc).
- Works with project manager for any major construction projects
- Maintains cleaning and hospitality supplies in agreement with Rector and Buildings and Grounds committee
- Attends staff meeting and meets weekly with Rector
- Maintains campus-wide maintenance plan, warranties, manuals, and other records as appropriate and advises Buildings and Grounds committee to anticipated schedule of replacement and repair.
- Complete all diocesan trainings as requested by the Rector
- Other tasks as requested by the Rector
- Must be able to coordinate schedules directly with church staff and vendors.

Hours

- This is a part-time, hourly job estimated at 10-20 hours/week. Must work Sunday mornings (generally 7:30AM-12:30PM); Wednesdays 9:00-10:00. Additional hours to be mutually determined by the employee and Rector.
- This is a temporary position with the potential to transition to a permanent role
- This is an onsite position.

Skills

- Must have good collaboration skills and ability to work with people
- Ability to manage multiple projects, vendors, contracts, and calendars at once
- Must have technology skills to work with email attachments, set door codes, work with a shared e-calendar
- Mechanical aptitude as evidenced in formal education or experience preferred
- Must be committed to the mission and goals of St. Luke's Church.
- Must be able to lift 40 pounds. Must be able to spend several hours standing, walking, reaching, and bending over.
- Must be willing to work weekends, evenings, and holidays as needed for church events.
- Must be willing to work flexible hours with 2-4 weeks' notice of possible scheduling changes

Employer to provide



- All equipment necessary to do the job
- Access to previous person in position for historical questions and counsel
- Available historical documentation on systems

Interested candidates should submit a resume and cover letter to the hiring manager: Rev. Kathryn Banakis, Rector, kbanakis@stlukesevanston.org.