

Job Description -Facilities Coordinator
ALDRSGATE UNITED METHODIST CHURCH (AUMC)
November 1, 2025

Job Description:

The position of Facilities Coordinator for Aldersgate United Methodist Church (AUMC) is a part-time position averaging 25-30 hours per week, \$30 per hour. The Facilities Coordinator provides oversight and contract administration over Janitorial Services contracts. The facilities coordinator shall report to the Board of Trustees Chair.

Overall Responsibility: The Facilities Coordinator is expected to perform a variety of duties which cover the ongoing maintenance requirements of all church property including out-buildings, grounds, and parsonage. This covers both Aldersgate United Methodist Church (AUMC) and the Aldersgate Christian Preschool.

Primary Functions and Duties: The following list represents the primary job functions and duties for the Facilities Coordinator position. (This list is not in order of priority.)

1. Responsible for upkeep and maintenance of church buildings and grounds, including the parsonage. {Hands-on labor may be performed by volunteers or outside service providers as appropriate}.
2. Prepare set up and take down for scheduled meetings and events.
3. Monitor all church property and grounds for health and safety issues.
4. Organize and schedule group work parties using Church volunteers to perform gardening, cleaning, painting, and light maintenance of church buildings and the parsonage.
5. Complete minor repairs and maintenance jobs, or delegate these tasks appropriately, as the needs arise or as requested by church and preschool staff.
6. Order janitorial and kitchen supplies as needed, or requested by others, to ensure that adequate supplies are kept on-hand. Also order supplies and materials as needed for repair and maintenance projects.
7. Supervise outside contractors, such as Janitorial service or pest control companies.
8. Schedule onsite visits for, but not limited to, fire alarm/sprinkler systems inspector, fire marshal, pest control technician, furnace service person, etc. Be available during emergencies when someone is needed to be on the premises.
9. Coordinate completion of major repairs as determined by the Board of Trustees including obtaining bids and being present while the work is being performed. All these projects are to be completed under the guidance of the Board of Trustees; If such work falls outside of the normal duties, it will be considered "Extra Work" and the Coordinator compensated based on the hourly wage for this position. Extra work must be authorized in advance and approved by a representative of the Board of Trustees or if not available, the Senior Pastor or the Staff Parish Relations Chairperson. Any request for payment for authorized extra work must be submitted through the person who authorized the work within 7 days of completion;.
10. The Facilities Coordinator reports to the AUMC Board of Trustees and is expected to attend all board meetings. A written summary of activities that have occurred since the last meeting will be provided for inclusion in the minutes of the meeting. In addition,
11. Reports onsite visits by inspectors or service personnel, or other similarly significant events, will be prepared and emailed to board members in a timely fashion.
12. Maintain a repair and maintenance logbook for all equipment.
13. Organize and maintain maintenance shed.

Please submit your résumé and a brief cover letter outlining your experience and interest in the role to office@aldersgate-church.org

