

Building and Grounds

The Building and Grounds position is responsible for the management and operations of all the physical property and grounds of the church ensuring the facilities are fully operational, safe, clean, organized, and prepared for services and ministry activities.

Position Responsibilities

Facility Maintenance, Cleaning, Repair, and Updates

- Ensure facilities meet current code, have up-to-date needed inspection certificates, and are safe.
- Ensure testing/inspection of alarms, fire extinguishers & alarm system, and emergency lighting.
- Ensure that air conditioning, heating, security, lighting, and sound systems are well-maintained.
- Purchase supplies and complete or coordinate basic work/repairs/remodeling. Schedule, coordinate, and monitor other work/repairs/remodeling with contractors as necessary.
- Obtain/maintain (not approve) contracts for regular cleaning services. Coordinate non-contract cleaning projects. Cover isolated janitorial duties as needed.
- Provide emergency "on call" services.

Grounds Maintenance

- Ensure roofs, gutters, drains, parking areas, patios, pavilion, playgrounds, and walkways are clean & maintained. Update parking lot striping annually.
- Maintain outdoor lighting, sprinkler systems, and grounds equipment.
- Maintain landscaping by cutting and edging grass; weeding; pruning shrubs and trees annually; removing underbrush, litter, and dead leaves; fertilizing and watering lawns and plants.
- Obtain/maintain parking lot snow removal contracts. Shovel/salt sidewalks & entries as needed.

Event Support

- Coordinate with volunteers to ensure proper set-up and tear down for weekly Bible Studies, needed classroom rearrangement, and various facility and member events (e.g. Christmas decorations).
- Open-setup-teardown for facility events (services, funerals, voters meetings, etc.) as needed.
- Monitor pew cards weekly or as needed. Coordinate restocking with volunteers.
- Support Care Ministry food pick-up logistics.

Security and Systems

- Manage and monitor the security systems, including access cards and physical keys.
- Obtain/maintain (not approve) contracts for IT and phone support; support both as needed.

Organizational Reporting

- Work with appropriate staff, committees, officers, and leaders in managing facilities.
- Attend regular Board of Trustees and office staff meetings; report on facility and project status; recommend/prioritize non-regular repairs or maintenance; perform any related duties as requested.

Required Qualifications & Skills

- Understanding and alignment of church core values, mission, and vision.
- Basic knowledge of building operation and maintenance requirements.
- Computer literacy with knowledge in all Microsoft Office software.
- Self-starter with strong communication and organizational skills who can manage & delegate responsibilities as well as work with volunteers and external contacts with tact and good will.
- Ability to pass IL Department of Children & Family Services background approvals.
- Ability to: move freely throughout the building; bend, stoop, stand, walk, climb ladders up to 12 feet, and lift up to 50 lbs; work outdoors – at times in inclement weather.

Job Details

Reports to: Director of Operations; dotted line to the Board of Trustees.
Location: On-site at Redeemer Lutheran Church.
Schedule: 40 hours per week, generally Monday thru Friday; some weekend hours required.
Compensation: Hourly, full-time with benefits, salary commensurate with experience.

