

Facilities Coordinator



OVERVIEW

The Bridge Church is a fast growing church in Spring Hill, TN that has grown from 80 to over 2000+ since 2008. This growth curve coupled with our upcoming campus plant has created a need for a position to help manage the care, upkeep, and cleanliness of our facilities.

ROLE SUMMARY

The Facilities Coordinator will report to the Facilities Director and assist in the oversight of the church facilities, building usage, and physical assets of the church. This person will be responsible for the care, upkeep, cleanliness and improvements of all things facilities. They will work with the Facilities Director to ensure the building and grounds are pristine and clean.

QUALIFICATIONS

- Fulfill the membership requirements of The Bridge.
- Fulfill the character qualities of a deacon as outlined in Scripture.
- Ability to see and articulate the vision of The Bridge.
- Solution-oriented, positive spirit, humble, self-motivated, hard worker.
- Basic understanding of plumbing, electrical, and mechanical.
- A deep love for Jesus and the local church.

SPECIFIC DUTIES & RESPONSIBILITIES

- Handle day-to-day cleaning tasks through the week for events hosted in church rooms.
- Fully responsible for the cleanliness of the building for all worship services and events.
- Manage building requests with the input of the Facilities Director.
- Prepare rooms/building for events by cleaning and organizing, as well as handling any set-up or take-down of tables, chairs, signs, etc.
- Anticipate the necessary supplies/needs required for events and work with teams to ensure supplies are on-hand and ready.
- Assist the Facilities Director with special projects including minor plumbing, electrical, and/or mechanical repairs.
- Oversee inventory and ensure all cleaning supplies and paper products are fully stocked.

SCHEDULE: TBD

HOURS: 29 per week (must be available for special events, church meetings, etc as needed)

DIRECT REPORT: Facilities Director

COMPENSATION: TBD