

**All Souls' Episcopal Church**  
**Facilities Manager**

**POSITION DESCRIPTION**

All Souls' Episcopal Church is a vibrant, active multi-generational parish in the Point Loma neighborhood of San Diego, with about 150 active members. We say to everyone who visits, "Welcome Home. Peace Awaits." We also serve the wider community through our ministry programs and by providing meeting, concert and event space to outside organizations. Our Facilities Manager will be a capable, hands-on, highly organized employee who helps ensure the smooth and effective maintenance, upkeep and utilization of our three buildings, our columbarium and our medium-sized campus.

**Job Description**

The key responsibilities of this position include:

**Facility Cleaning**

Ensure all areas of the three buildings, including the church building, parish hall, restrooms, offices, meeting rooms, kitchen and common areas, are clean and well-maintained. This includes sweeping and mopping floors, vacuuming, dusting, window cleaning and wiping down surfaces regularly; also, periodically cleaning out the parish refrigerator and freezer.

**Restroom Maintenance**

Keep restrooms fully stocked with essential supplies, clean and sanitized. Regularly check and maintain soap dispensers, paper towels and toilet paper dispensers.

**Trash Management**

Properly dispose of waste and recyclables in designated areas and ensure trash bins are regularly emptied and kept clean. Keep the area around the dumpsters clean and tidy.

**Event Set-up and Breakdown**

Set up chairs, tables, A/V and other equipment for services, events and gatherings. After events, ensure that the facilities are returned to their original state. (Another employee is responsible for collecting from users how they want rooms set up, etc.) On occasion (roughly speaking, once or twice a month), some evening support of parish and third-party events is required.

**Supply Inventory**

Keep track of cleaning supplies, hospitality supplies, restroom essentials and other supplies. Inform other employees when restocking is needed.

**Mechanical Maintenance**

Handle minor maintenance tasks such as changing light bulbs, replacing air filters, repairing minor electrical and plumbing issues, and making other minor repairs. Perform routine preventive maintenance. Report any significant maintenance issues to the appropriate authorities. Schedule vendors / contractors to make emergency repairs, as needed.

**Outdoor Maintenance**

Care for the lawn, shrubs and beds on the property, including mowing, trimming and pruning; keep

the hardscaping clean and tidy; removing dead plants and flowers from the columbarium and keeping it presentable; and ensure proper functioning of the irrigation systems. As needed, clean the gutters and flat roofs.

#### **Maintenance Planning**

In collaboration with the Properties Commission and Treasurer, maintain a running list of capital maintenance and repair tasks (for example: repaving, replacement of HVAC components, etc) that must be scheduled and budgeted for. When these tasks are approved, serve as the point-of-contact for contractors doing the work.

#### **Security**

Ensure that all door and window locks function properly, and be vigilant for any suspicious activities. Assist with day-to-day functioning of the security camera system.

#### **Collaboration**

Work closely with church staff, volunteers, and leaders, including the Parish Operations Director, to coordinate facility-related tasks and support the overall parish mission. Attend weekly staff meetings.

#### **Emergency Preparedness**

Be familiar with emergency procedures, and be prepared to assist in case of emergencies, such as fire or severe weather.

#### **Flexibility**

Be open to working flexible hours, including occasional evenings, especially during special events (for example, weddings and funerals), holidays or when unexpected facility needs arise. (Christmas Eve and Easter Day are required workdays.)

*Reporting:* This position reports to the Rector, initially

#### **Qualifications**

The practical skills, relevant experience and personal qualities that align with the responsibilities of this role include:

##### **Previous Custodial Experience**

Previous experience in custodial work or janitorial services is highly desirable. Familiarity with proper cleaning techniques, equipment and cleaning agents is required. Education beyond a high school diploma is not required, but a plus.

##### **Attention to Detail**

A keen eye for detail to ensure that all areas of the church are clean, organized and well-maintained. An appreciation for the welcoming impression that clean, orderly facilities make.

##### **Physical Stamina**

This role often requires physical exertion, including lifting heavy objects, moving furniture and standing for extended periods. Physical fitness and stamina are essential.

##### **Time Management**

Efficient time management, to complete tasks within a given schedule.

#### Dependability

Punctuality and reliability are crucial, to ensure facilities are ready for worship and events.

#### Communication Skills

Effective communication is necessary to coordinate with other staff members and report any maintenance or supply needs.

#### Respect for the Church Environment

A respect for the sacred nature of the church and the spiritual activities conducted within it.

#### Safety Awareness

Knowledge of safety protocols and the ability to handle cleaning chemicals safely is vital to create a secure environment.

#### Ability to Work Independently

Much of this work is done independently, so self-motivation and the ability to work without constant supervision are essential.

#### Positive Attitude

A positive and friendly demeanor is crucial for interacting with church members and visitors.

#### Commitment to the Church's Mission

A strong alignment with the values and mission of the parish is beneficial in creating a welcoming and supportive atmosphere.

### **Requirements**

- 40 hours per week (exempt, full-time), Thursday – Monday (Tuesday & Wednesday off); working hours to be determined in collaboration with the Rector
- Hiring will be subject to passing diocesan background checks and completing the required Safe Church Safe Communities training

### **Compensation**

- Salary: \$42,000 – 45,000 per year
- Two weeks paid vacation; 10 paid holidays; sick leave per California requirements
- Eligible for health insurance coverage and retirement plan participation

*Note:* All compensation and benefits are offered according to relevant IRS, Episcopal Church, Diocese of San Diego and parish policies and procedures.