



Position Description

**Facilities Manager/Custodian
First Baptist Church, Lawrence KS
785-843-0020**

Purpose: To provide oversight for the care and maintenance of the church facilities and grounds.

The Facilities Manager/Custodian will report to the Senior Pastor and Facilities Ministries Chair. The position is part-time at 25 hours a week.

Primary responsibilities:

1. Serve as the primary custodian for the church
2. Oversee the church facilities and ground, including:
 - a. General upkeep of church facilities: small maintenance, replace light bulbs, filters, etc.
 - b. Oversight and delegation of care for the church grounds, including snow and ice removal from sidewalks and entryways, lawn mowing, weed eating, light landscaping
 - c. Oversight of construction and/or maintenance projects of the church
 - d. Maintenance of all equipment
 - e. Coordination of compliance with all regulations, including fire and security
3. Serve as church representative regarding outside contracts:
 - a. Serve as the primary contact person for outside contractors and vendors and maintain list of such
 - b. Serve as the primary building use coordinator of outside groups, including communication with those desiring to contract for use of space, and supervision of such use (note: in some cases, fees for building usage will be shared between the congregation and the building manager)
 - c. Coordinate calendar with whole staff at weekly staff meetings (currently Tuesday afternoons at 4:30)

Salary will be \$20,000 annually

All interested persons please submit a resume and cover letter (including a vision for the position for the church) to Rev. Matthew Sturtevant at matt@firstbaptistlawrence.com by March 10, 2018.