

St. Mary of the Hills Episcopal Church
140 Chestnut Drive
PO Box 14
Blowing Rock, NC 28605

**Facilities Manager
(Part-Time)**

Job Description

Principle Function

The Facilities Manager at St. Mary of the Hills Episcopal Church works closely with staff, contractors, and lay leadership to support the ministry of the parish by providing for the cleanliness, room set-ups, maintenance, and safety of the buildings and grounds to support the Church's mission of restoring "all people to unity with God and each other in Christ."

The position works under the direction of the Rector and in cooperation with staff and lay leadership, particularly the Junior Warden.

Responsibilities and Duties

Liaise with staff, contractors, and lay leadership to provide a welcoming space for parish and community life and mission. Particular attention to two areas:

Facility Management

- Liaise with regular contractors (cleaning, landscaping, etc.) for the performance of their responsibilities. Communicate any special requests, according to the needs of the parish.
- Identify and Order/purchase supplies, as needed. Assist with pick-up and delivery according to needs.
- Maintain basic toolkit for minor repairs.
- Perform minor repairs, as needed. Determine need for and contact service providers for larger/more significant repairs, in cooperation with Junior Warden.
- Update staff, Junior Warden, and Building and Grounds committee on status of needed repairs and maintenance.
- Actively look for opportunities to improve the cost and energy efficiency of our facility.
- Monitor expenses and authorizes expenditures within the approved parish budget. Make recommendations for future budgeting needs.

Hospitality

- Open and close parish facilities and monitor their use as requested.
- Take the lead on event setup tasks such as setting out chairs and tables for events as needed, in coordination with Parish Administrator.
- Order and purchase supplies for Sunday Coffee Minute and other parish events.
- Wash and put away dishes, utensils, etc.
- Maintain overall cleanliness of kitchen.

Work Schedule

An average of 12-15 hours per week. Regular work schedule includes an active presence at St. Mary of the Hills on Sundays (7:00am-1:00pm) and at other times on Sunday and throughout the week, negotiable with the Rector based upon the parish calendar. Nights and weekends may be required.

Compensation

\$18.00 per hour

Qualifications

Display strong integrity, dependability, and confidentiality.

Ability to work as a team member in a collaborative environment.

Ability to be flexible in weekly work schedule.

Ability to manage multiple priorities with little supervision.

Ability to engage and follow-up with a variety of vendors and contracted services.

Ability to organize storage of materials and tools.

Skill sufficient to fulfill job duties including but not limited to electrical, plumbing, HVAC systems, carpentry/wood-working and kitchen appliances.

Possess working knowledge of computer projection equipment for setup and operation.

Satisfactory completion of background check.

Satisfactory completion of Safeguarding God's Children training – made available online at time of hire through the Episcopal Diocese of Western North Carolina.

Apply Today

For more information or to apply, please contact the Reverend Andrew J. Hege, Rector (rector@stmaryofthehills.org or P.O. Box 14, Blowing Rock, NC 28605). Those interested in applying should include a Letter of Interest and a Resume (including references) to one of the addresses above.