

# **RAINIER AVENUE CHURCH**

**Encouraging everyone in the Rainier Valley and  
beyond to find wholeness in Jesus Christ**  
*Fostering intimacy with God  
Building authentic community  
Working together for compassion and justice*

## **Position Overview: Facilities Manager/Custodian**

### **A. Position Purpose:**

Caretaker who sees the facility as a key element in creating a welcoming, worshipful space for people to encounter Christ. Someone who wants to keep God's house always ready for guests, who can joyfully and tirelessly pursue order and cleanliness in the church to fulfill the vision of the church. A leader who can educate staff and volunteers on how to care for space and resources, and work within the church team to manage the placement and setup of resources to coordinate with events going on in the church.

### **B. Qualifications:**

1. Commitment to quality work, with an eye to details.
2. Demonstrated abilities in facility repair and maintenance.
3. Experience/skills in projects and equipment related to facility upkeep and maintenance.
4. Experience working cross-culturally and a commitment to diversity and racial reconciliation as a biblical value.
5. High School Diploma or equivalent required.
6. Experience managing vendors or contractor relationships, coordinating or overseeing volunteers preferred.
7. Commitment to understanding RAC's mission and values and carrying them out by caring for the facility and keeping it ready for ministry.
8. Christ-like attitude in working with staff, RAC congregation and volunteers.
9. Works well independently, takes initiative to carry out established vision.

### **C. Organizational Relationships:**

1. Will directly report to the Executive Pastor.
2. Will maintain a working relationship with staff, members of RAC and volunteers.
3. Maintain relationships with outside vendors, contractors, etc.

### **D. Responsibilities:**

#### **Janitorial (15 hours/week)**

1. Complete cleaning of church building and office 3-4 times/week according to agreed upon standards
2. Responsible for care of all floors and surfaces in facility, including but not limited to windows, carpets, etc.
3. Oversight of janitorial supplies, monitor and manage inventory.
4. Monitor and clean exterior areas of facility.
5. Manage church vehicle care and cleanliness (basic cleaning, monitor regular maintenance schedule and take for needed oil changes and upkeep).

### **Facility Management & Contractor Coordination (5 hours/week)**

1. Provide oversight and management of the church building, church offices, 5802 property and Naomi Cotton House.
2. Monitor building security and safety (i.e. locking up after operating hours, checking appliances and lights).
3. Provide routine maintenance of any and all building issues; coordinate all repairs and vendor/contractor projects.
4. Coordinate and oversee all internal and external facility usage requests in coordination with the church office.
5. Oversee vendor cleaning and repair schedule for church building and office facilities.
6. Coordinate annual inspections and address any changes needed for code compliance (i.e. sprinkler system testing, boiler, elevator, fire department, etc).
7. Participate in staff meetings and events.
8. Manage facility custodial and maintenance budgets.
9. Work with Church Administrator to maintain building schedule in Church Community Builder software.

### **E. Requirements**

1. Must work Sunday mornings 8am-1pm, every other Wednesday for staff meeting 10:30am-1pm, evenings and weekends as needed for church events.
2. Must be available to be on call for responding to church alarm during off hours.
3. Written and spoken English proficiency for communicating with contractors.
4. Must pass a background check for unsupervised access to areas where children/vulnerable groups may be present.
5. Knowledge of Microsoft Excel, Word, and use of email needed for coordinating projects and budgets.
6. Physical requirements: Must be able to lift up to 50lbs for moving custodial supplies and furniture around the building; must be able to climb a ladder in order to clean windows/gutters/etc. Must be able to work with cleaning chemicals.
7. Must be a licensed driver with access to a vehicle and clean driving record to be added to church van drivers list and to pick up supplies, respond to occasional church alarm calls.

### **F. Specifics:**

1. Position is for 20 hours per week, \$20/hr.
2. Vacation and sick time are available in accordance with approved policy after 90 day evaluation. No health insurance available at this time.
3. Schedule to be determined in agreement with Church Administrator (Sundays 8am-1pm and every other Wednesday 10:30-1pm staff meeting required).
4. Employment with Rainier Avenue Church is at will unless otherwise stated in a written agreement signed by the lead pastor or board chair. This means that either the church or the employee can terminate the employment at any time and for any reason, with or without notice.

To submit a resume or for more information, please contact Pastor Rob Daniels at [rdaniels@rainieravenuechurch.org](mailto:rdaniels@rainieravenuechurch.org). You can also find out more about the church on our website, [www.rainieravenuechurch.org](http://www.rainieravenuechurch.org).