



# CHRIST PRESBYTERIAN CHURCH

**Position Title:** Building Manager

**Position Description:**

The Building Manager provides essential support by proactively preparing the building for a variety of uses, addressing or escalating facility issues, and maintaining relationships with vendors, volunteers, and groups who use the building. This person plays a key role that significantly impacts the church's ability to project a spirit of welcome and hospitality in alignment with CPC's vision, values, and call.

**Position Scope and Compensation:**

Part-time (20 hrs/week), benefits eligible per CPC Employee Handbook  
Key onsite hours include Sunday mornings  
Minimum \$25/hr, commensurate with experience

**Position Relationships:**

- Reports directly to the Church Administrator
- Submits monthly written reports to CPC Buildings & Grounds Committee

**Sunday Duties, 730am-1230pm (5 hrs)**

- Prepare building for worship services and Sunday school
- Assist with last-minute requests: coffee bar, tech, room set-up, etc.
- Tidy public areas; check kitchen and restrooms, restock as needed
- Provide basic security for entryways and doors during services
- Be able to assist in emergencies
- Monitor parking lot for parking violations

**Weekly Duties (15 hours/week)**

***General***

- Identify, investigate, and address building needs, including minor repairs, painting, maintenance; escalate more significant issues
- Extend hospitality to and support visitors, event hosts, church members, and volunteers as they use the facility for ministry
- Conduct regular visual inspections and/or testing of the building and systems to identify and address potential issues in a timely manner

**To apply, please send cover letter and resume to [info@cpcmadison.org](mailto:info@cpcmadison.org)**

- Respond promptly to facility-related emergencies and take appropriate actions to mitigate risks
- Utilize internal calendar to anticipate logistics for recurring and one-time events

### ***Custodial and Supplies***

- Manage inventory of dry goods, cleaning supplies, etc. and procure as needed
- Check facilities after special events to ensure clean/ready for next group
- Supplement contracted cleaning service

### ***Operating Systems***

- Become familiar with and monitor function of all physical plant systems:
  - Plumbing, HVAC, Electrical, Security, Elevator, Fire Prevention/Suppression System, Door Access
- Under supervision of Church Administrator, set HVAC schedule and assist with (digital and physical) key and access management

### ***Vendors***

- Maintain accurate records of maintenance and repair activities, equipment inventories, and work orders
- Call approved service providers/vendors for supplies or service
- Greet and supervise service providers during appointments and service calls

### ***Grounds***

- Regularly walk perimeter, identifying external deficiencies or concerns
- Keep grounds clean and welcoming
- Monitor and communicate with contracted service providers for grounds maintenance, including lawns, trees, and snow removal
- Responsible for small lawn maintenance and building-adjacent snow removal
- Monitor/report unauthorized parking or abandoned vehicles

### **Required Qualifications**

- Strong organizational skills, with the ability to prioritize and meet deadlines
- Ability to lift 50 pounds, stand for long periods of time, climb, bend, squat
- Have a valid driver's license
- Computer skills as needed for work, including willingness to learn new systems
- Ability to work independently and with others
- Ability to troubleshoot and address issues, demonstrating problem-solving skills
- Excellent communication and interpersonal skills, with the ability to work collaboratively with staff, church members, volunteers, and external groups

### **Preferred Qualifications**

- Building manager, groundskeeper, custodial, and/or maintenance experience
- Knowledge of commercial cleaning practices
- Previous experience at a religious institution, including school or church
- Familiarity with procuring small tools, cleaning supplies, dry goods, etc.

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