

Maintenance & Setup Manager of Westwood Church

Job Description

Westwood Church

Overview of the Position: This position is a combination of two distinct roles as outlined below. Given the parallel nature of the work involved for maintenance and setup, the individual duties and responsibilities are described separately. If interested, please contact Quinn Tirrel by email at quinn@westwoodchurch.net or by calling 402-333-6120 to apply or ask for more information.

Maintenance Manager

Scope:

- The maintenance of the Westwood Church buildings including but not limited to hands-on repair projects and the contacting and supervision of professional contractors as needed. This does not include Westwood's office equipment or electronic and audio-visual technology.
- Weekly porter service (Monday evenings) to supplement the contracted cleaning service.
- Supply ordering (kitchen and janitorial)
- Carpet cleaning (parts of the building) and exterior window cleaning on a regular rotation

Principle Responsibilities:

Maintenance

- Supervise the maintenance of the facilities of Westwood Church and the equipment and utilities (excluding office equipment and audio-visual technology) in those facilities. This includes routine and periodic maintenance.
- Make or supervise any repairs on the building, equipment or utilities of Westwood Church. This includes the contacting and supervision of repair volunteers and vendors.
- Assist Westwood & Hearts and Minds' staff with any maintenance issues.
- Change all filters in HVAC units and clean off AC units in the summertime (blueprints show where all units are)
- Regularly replace light bulbs/ballasts, and ceiling tiles as needed along with other cosmetic fixes and touch-ups such as drywall and paint repair.

Porter Service (Monday after 4pm)

These duties are to be performed so that the building is ready for the day by Tuesday morning 6 am.

- Empty all trash (offices as needed)
- Pick up / clean up any obvious messes
- Spot check classrooms for issues that need immediate attention such as carpet messes, etc.,
- Carefully check each bathroom and wipe down any messes around toilets/urinals/sink basin, plus wipe down mirrors as needed
- Check for any notes from Kara Willems or Jodi Packett regarding issues that came up during the day

Carpet Cleaning

- The carpets in the buildings of Westwood Church are to be cleaned twice a year, at a minimum with the most used carpeted areas cleaned at least quarterly. A schedule of carpet cleaning will be created and checked with the supervisor and the church calendar.
- Spots on the carpet are to be dealt with promptly so as not to become stains. This will be done on an as needed basis.

Supply Ordering: Paper Products (non-office) and Janitorial

- Order all paper products needed for the kitchen and the bathrooms. Be sure delivery is made and product is put away in a timely manner.
- Order all janitorial products needed for the building. Be sure delivery is made and product is put away in a timely manner.

Setup Manager

Scope: The Setup Manager position is meant to provide facility setup services for regular and special events in the life of Westwood Church

Principle Responsibilities:

Sundays

1. Set up building for worship / Sunday School on Sundays (at least 1 hour before the services)
 - a. Inspect grounds and building to be sure things are presentable
 - b. Set temperature for all rooms
 - c. Turn on lights
 - d. Unlock doors
 - e. Set all Sunday School rooms (could be done on Saturday night)
 - f. Set Worship Center as needed
 - g. Arrange for setup when gone on Sunday
 - h. Power up and connect welcome screens in Welcome Center, Information Center, etc.
 - i. Tear down and/or reset movable walls between services as needed
2. Close the building down Sunday after services.
 - a. Lock doors or be sure they will be locked by other staff
 - b. Make sure temperatures are appropriate for the rest of the day
 - c. Make sure that rooms are reset for the next activity on the calendar
 - d. Coffee bar clean up

Wednesdays

1. Participate in Set Up for Wednesday Night Live (WNL)
 - a. Set up for WNL meals space
 - b. Coordinate set up of WNL rooms
 - c. Make sure temperatures are correct for building activity
 - d. Tear down and/or reset movable walls as needed
2. WNL Tear Down
 - a. Lead in tearing down the Gathering Space (after dinner) and rooms used for WNL and getting them ready for Thursday Hearts & Minds programming.
 - b. Take garbage to dump box
 - c. Clean up after WNL Meals (vacuum, etc.)

Other Duties and Responsibilities

1. In between WNL seasons the Maintenance & Setup Manager will take on special cleaning projects that support WNL (cleaning chairs, tables – repairs on same, etc.)
2. Participate or lead set up for special Westwood Church events.
 - d. Be aware of the church calendar and events that need set up
 - e. Exceptions made only at the approval of the Senior Pastor

- f. This can include weddings, funerals, outreach events, Hearts & Minds special events, and special building use activities.

General Duties Time Table

Day	Hours	General Duties	Notes
Sunday	5	Get building ready for Sunday – Close the building after services	Includes the whole morning
Monday	5	Clean Hearts and Minds rooms and anything else noted above	
WNL	5	Setting, cleaning and tearing down the eating areas	
Misc	10	Setting various meetings, special projects, maintenance etc.	