

Job Description  
Building Manager  
March 2022 updated

General responsibilities:

Responsible for the cleanliness and regular maintenance of the Hillside Church building and immediate exterior pathways.

Responsible to ensure the building is maintained in good repair, managing activities for general repairs.

Key Tasks:

- Clean all areas of the building that are in use (weekly)
- Keep bathroom and kitchen supplies stocked
- Order maintenance supplies as needed
- Small repairs to be done as your capabilities and experience allow. Outsource specialized repairs/maintenance to skilled workers or contractors (in consultation with Administrator or other staff as needed).
- Work within the annual budget; any unusual extra expenses need Elder approval from the elder in charge of finance (refer first to your staff supervisor).
- Develop and maintain an annual service/maintenance record of major items: i.e. Fire extinguishers, boilers, water heaters, all aspects of building such as roofs, eaves, exit doors, kitchen equipment, etc.
- Make recommendations to Elders regarding upcoming major expenses (such as roof repairs, carpentry needs, appliance replacement, doors, etc). If possible such items should be budgeted for in the fall/winter and scheduled during the following year so timely forethought is needed where possible.
- Grounds management: Keep the grounds tidy from garbage and accumulation of debris. (see below for volunteer participatory help details). Mow the small patch of grass outside the offices as needed.

Shared Responsibilities:

With Administrator:

(Good communication with Administrator is crucial with respect to the following)

- Rentals; regular: Communications, ensuring contract details are fulfilled. Set-up and clean up for renters as per contract. Admin will take care of finance/invoicing.
- Rentals; events: Communication, contract preparation and signing. Set-up as per contract and clean up post-event.
- Ensure bathroom service (Citron Hygiene) delivers regular service in accordance with their contract.
- Parking lot: Rentals. Occasionally we might rent spots in the parking lot but generally we make sure the lot is available for our use.
- Ensure snow removal happens as necessary, and is recorded for insurance purposes.

With Hospitality Deacon:

Goal is to maintain good communication with the Hospitality Deacon with respect to building needs.

- Ensure kitchen is maintained, with help from hospitality volunteers
- Ensure storage space is maintained with input from hospitality volunteers and ministry leaders (ie Youth storage space)

With Property volunteers:

Goal is to develop a Property Team who would ....

- Take the lead in helping to organize and run 2 outside cleaning days per year, encouraging volunteer participation; our property is a significant size and the congregation needs to help to keep the property in good shape. (Apart from mowing the small lawn gardening is not included in this job description)

Staff communication:

- Attend, or get details of weekly staff meeting
- Weekly meeting with Admin to discuss items for communication to congregation or property users