

# Ventura Missionary School

## Facilities Coordinator I

### Job Description

**Job Title:** Facilities Coordinator I

**Reports To:** Facilities Director

**Classification:** Part-Time Non-Exempt

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### Job Description

As part of the Facilities Team, the Facilities Coordinator I position is responsible for day-to-day facilities support, which includes assisting with set-up, maintenance of campus, grounds, rooms, resources, and supplies.

### Primary Responsibilities

*This is a working list and may be adjusted at any time by the supervisor.*

- Room set-up/clean-up
- Kitchen, Willett, and Gym cleaning
- Occasional grounds maintenance
- Support coordination/clean-up for events
- Light handyman repair work
- Assist with opening procedures in the morning and/or closing procedures in the evening as needed for coverage

### Relationships

This position will report directly to the Facilities Manager and work alongside other staff and ministry directors.

### Qualifications and Gifts

- The Facilities Coordinator I needs to agree with Ventura Missionary Church's Statement of Faith, agree to employment subject to, and conditioned upon, a lifestyle consistent with that Statement of Faith. This position must have a philosophy of ministry that is aligned with Scripture, with our Statement of Faith, and with our Core Values and Vision. Gifts that are consistent with this role are Serving, Support, and Encouragement.
- Have a personal relationship with Jesus as Lord and Savior, believe that the Bible is God's Word and standard for faith and daily-living, and be a Christian role model in attitude, speech, and actions towards others
- Be committed to God's Biblical standards for sexual conduct
- Be or be willing to become a member of Ventura Missionary Church

## **Knowledge, Skills, and Abilities for this Role**

- Problem-solving and conflict resolution techniques
- Compassionate and caring
- One year of custodial experience (preferred)
- Knowledge of conducting work with an emphasis on safety and compliance
- Strong attention to detail
- Strong work ethic

## **Minimum Job Qualifications**

- Successful completion of fingerprinting process and criminal background clearance
- Successful completion of pre-employment physical prior to start date
- Operate in a team environment, often working cross-functionally with other teams
- Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes occasionally lifting objects weighing over 50 pounds

## **Selection Process**

The Facilities Director will supervise the selection process for this position, in collaboration with the Operations Director and the Human Resources Department.

## **Compensation**

The compensation for this position will be determined based on established salary ranges for Facilities Coordinator I, which is \$17.26 - \$19.42 per hour, taking into consideration experience and education.

## **Hours**

20 hours per week, Tuesday-Saturday

## **Appraisal and Review**

This position will receive a 90-day review and an annual review from the Facilities Director. The reviews will be in a written form, using a review document approved by the HR Department. Each review will (1) set objectives and goals for the coming year, and (2) review performance and ministry objectives from previous year.

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This job description was last reviewed on 06.04.2026