

# Facilities Manager



Redwood exists to be a Jesus-centred, Spirit-led community of reconciliation, joining God in his mission to see all people reconciled to God, the earth, each other, and ourselves. Our Vision is to see Northwestern Ontario become one of the best places to live in Canada for all people. This role is essential to the fulfillment of that mission and vision.

The Facilities Manager is responsible for the upkeep of the church property and grounds, ensuring that all physical facilities and operational systems effectively support ministry activities. This includes general custodial cleaning and basic building maintenance and repairs. The Facilities Manager will work closely with the Executive Pastor to determine and prioritize facility needs, guaranteeing a clean and safe environment for employees and congregants, and ensuring Redwood Park Church is stewarding our facility with diligence and care.

## Expectations

- To be aligned and enthusiastic about the mission and vision of Redwood Park Church.
- To be a team player by supporting the ministry of Redwood and the pastoral staff.
- To be relentlessly proactive and follow through on assigned tasks.
- To be trustworthy and reliable.
- To be an effective interpersonal communicator.
- To be a fully devoted follower of Christ and live and work with integrity.

## Responsibilities

### Custodial Duties:

- Responsible for the regular cleaning, upkeep and presentation of the church facility, ensuring all spaces are maintained to a high standard of cleanliness, safety and readiness for ministry use.
- Disinfects sinks, counters, and microwaves twice weekly, and performs monthly deep cleanings of the dishwasher, fridge, and freezer.
- Performs frequent spot cleaning of washrooms—including toilets, mirrors, and changing stations—and ensures paper products and soap are fully restocked.
- Executes monthly dusting of furniture and blinds, clean interior glass and windows, and sanitizes washroom stall dividers.
- Manages the cleaning of facility linens, including towels, tablecloths, aprons, and t-shirts.
- Provides immediate cleanup for spills, mishaps, and general messes as they occur.
- Provides dedicated custodial support during Sunday morning services to address any immediate facility needs.
- Responsible for coordinating room resets between uses including arrangement and removal of seating, tables and dividers, and leads volunteer teams for more extensive configurations.
- Supports external rentals by preparing spaces that are clean, organized and ready for safe and effective use.
- Manages the filling, cleaning, and preparation of the baptismal tank and associated supplies.
- Oversees the removal of trash to exterior bins and ensures recycling is staged for curb-side pickup.
- Maintains clear and safe access to the building during light snowfalls (less than 2") by shoveling, snowblowing, sanding, and salting entryways and emergency exits.
- Organizes and manages a volunteer team to share custodial responsibilities.

### **Facility Management:**

- Be the main point of contact for outside contractors and facility vendors under the direction of the Executive Pastor.
- Ensures all appliances and equipment (e.g., heating/cooling, kitchen equipment, electrical, plumbing, and security systems) are in good working order.
- Performs basic maintenance and repairs for the building and grounds (e.g., painting, drywall patchwork, setting up office furniture, etc.)
- Responsible for grounds and external facilities upkeep and maintenance, such as winterizing the building, spring clean ups, and some landscaping.
- Makes annual budget recommendations for maintenance and custodial supplies and services and manages approved building and maintenance budgets.
- Assists in planning, and provides managerial oversight of larger facility projects, including managing contractors, timelines, budget, and ensuring proper permits are provided/secured and inspections are completed.
- Completes or oversees emergency repairs and restorations if the need arises.
- Performs monthly fire safety inspections and other annual compliance tasks
- Ensures storage areas are kept organized and clean, including workshop, storage room, boiler room and custodial room.
- Organizes and directs a volunteer team to assist with maintenance and repair tasks.

### **Staff Team Engagement and Operations Support:**

- Attends staff meetings and team functions.
- Participates in Sunday services when not actively involved in cleaning work.
- Participates in staff development initiatives.
- Provides on-site facility support for external facility rentals and events.
- Collaborates with the Ministry Operations team on the rental application process.
- Engages in the Leadership Development Pipeline process.

## **Qualifications**

- High school diploma or equivalent. Post secondary education is considered an asset.
- Trade school, courses in building/equipment maintenance or equivalent construction or custodial experience would be an asset.
- Ability to obtain WHMIS and other relevant Health & Safety certificates, Plan to Protect training and Vulnerable Sector record check clearance.
- Ability to lift and move heavy objects, stand for extended periods of time and handle physical tasks like lifting and stacking chairs, taking out trash, and operating equipment.
- Flexibility to work weekends and evenings as needed.
- Excellent organizational skills and ability prioritize tasks within a team environment.
- Ability to work with minimal direction and employ excellent judgment and professionalism at all times.
- Excellent communication and interpersonal skills.
- Basic computer and technological skills, such as proficiency in Google Workspace.

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**Department:** Ministry Operations

**Reports to:** Executive Pastor

**Regular Working Hours:** 40 hours per week. Regular work days: Sunday to Thursday (with flexibility).

**Salary Range:** \$45,000 - \$50,000, based on experience. Includes benefits and 5% retirement fund match.

**Date Modified:** May 2026