

# **Bethany Lutheran Church Position Description**

## **Building Superintendent**

### **Summary**

This 40-hour per week salaried position shall serve Bethany by supervising the care and maintenance of the church building and grounds and by overseeing the efficient preparation of facilities to accommodate the varied programs utilizing the church building. This position is eligible to participate in Bethany's health insurance plan and 401K match. The work schedule is flexible based on the needs of the Lead Pastor and the pastoral staff.

### **1) Scope and Responsibility:**

- Collaborate with the Director of Hospitality and Children's Ministry to ensure that the kitchen and all food preparation and storage areas are clean and properly maintained;
  - Counters and washing areas to be cleaned daily
  - Food carts to be cleaned and sanitized daily
  - Dishes and serving equipment to be washed daily and returned to their designated areas
  - Flat-top stove to be cleaned after each use
  - Stove-top to be cleaned weekly as well as any significant spills in any food preparation or food storage areas
  - All ovens, refrigerators, and freezers to be cleaned monthly
  - Refrigerator and freezer in BECC area to be cleaned monthly
  - Laundry to be completed as needed for towels, mitts, jackets, aprons, etc.
- Supervise the custodial staff, develop a custodial team schedule on a monthly basis, and assist the custodial staff in completion of all assigned tasks;
- Conduct a daily walk through of the Bethany campus to identify any issues; log any issues/needs identified in the Facilities Log;
- Oversee maintenance of all building systems including HVAC, exterior lighting, roof, timers, sprinklers/water, electricity, plumbing, fire, burglar, security and other systems as needed;
- Oversee landscaping activities including coordination of contractor(s) for mowing, weeding, spraying, fertilizing in the summer months and snow removal in the winter months;
- Oversee outside property maintenance including all church entrances, sidewalks, parking areas, and outside signage and lights;
- Coordinate with the Director of Technology on security issues and to ensure that the keycard system is working appropriately;
- Coordinate with the Lead Pastor to identify and procure the services of outside contractors as needed;
- Work directly with all current contractors to schedule all planned work requirements and to appropriately respond to any unplanned/emergency work needs;
- Ensure the safety and security of the building by overseeing safety procedures, fire drills, and emergency preparation;
- Oversee security of the building and property by arranging for the locking and unlocking of the building and responding to alarms as needed (day or night);
- Ensure that custodial staff are available to respond to all monitoring calls regarding the fire and burglar systems;

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- Meet monthly with the Facilities team and the Pastoral team to address any issues pertaining to Bethany's facilities;
- Monitor expenses to ensure spending remains within budgetary guidelines; annually provide feedback to the Facilities Team and the Lead Pastor on future budgetary requests/needs.

### **2) Reporting and Accountability:**

The *Building Superintendent* reports to the Lead Pastor who in turn reports to the Executive Council.

The *Building Superintendent* is accountable to the Lead Pastor, and to the Facilities Team.

### **3) Collaboration and Authority:**

The *Building Superintendent* is expected to closely collaborate with the Pastoral Team and office staff as well as the Ministry and Executive Councils.

### **4) Qualifications:**

- High school graduation required; post high school education (community, technical or relevant certifications) are preferred
- Have previously worked as a supervisor, preferably in a similar situation that involved custodial responsibilities
- Comfortable in dealing with building-related equipment and systems.
- Ability to effectively supervise performance while maintaining a positive team environment.
- Excellent oral and written communication skills.
- Computer skills including Microsoft Office products and Internet based programs.
- Must be willing to undergo background checks appropriate for this position

5) The employment of the person in this position is in concert with rights and responsibilities, and policies and procedures outlined in the Employee Handbook of Bethany Lutheran Church, Cherry Hills Village, CO.

6) Bethany provides equal employment opportunities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other characteristic protected by state, federal, or local law.

The salary range for this position is \$65,000 - \$75,000 depending upon experience and skill sets.

*Position Description update 9/13/2024*