

## **FACILITIES MANAGER JOB DESCRIPTION**

### **SPECIFIC RESPONSIBILITIES:**

1. Keep the facilities well maintained and ready for use at all times, with special attention for Sunday, which is the most heavily used day.
2. Schedule the use of facilities by “outside groups”. This is done following the Meeting’s guidelines for appropriate use and donations. This also includes, but is not limited to, making calendar entries, sending confirmations and invoices, instructing and enforcing guidelines, acting as or providing a qualified Host, managing the Meeting parking spaces, contacting appropriate city officials, i.e. Parking Department for large events such as weddings and memorials, collecting donations, and making sure the facilities are clean before and after the event.
3. Maintain the calendar of Center and Meeting House activities, and coordinating it with the Meeting Secretary. (The Secretary has primary responsibility for scheduling the internal Meeting activities.)
4. Coordinate memorials and weddings for Meeting events and “outside” events. (see #2)
5. Schedule and maintain the Guest Room.
6. May serve on the Center Resident Search Committee.
7. Train and manage facilities staff consisting of Center Residents and Hosts. Be responsible for routine maintenance of the grounds including snow removal and lawn care, hedge care, walkways and the parking lot.
8. Maintain the security of the buildings by managing the key system, providing appropriate Hosting for events and providing necessary signage and information to all users of the facilities.
9. Available for action or advice in times of emergency. The facilities manager or arranged backup will be available by phone at all times.
10. Manage upkeep and repairs including the hiring of part time help or contractors, and recruiting and directing casual help and volunteers as needed for smaller projects. In general the facilities staff is in charge of all the building’s systems. There are a few exceptions that include some of the office systems for which the Meeting Secretary is responsible.
11. Keep Lists of Projects. These will include major repairs, minor repairs, wish lists, etc. Participate in the long term planning process for maintenance and improvement of the Meeting’s facilities.
12. Procure supplies. This will include kitchen, housekeeping, building and grounds keeping supplies.
13. Maintain “Procedure Manuals” on how to run the facilities including maintenance information and schedules, a list of contractors, operation instructions for equipment or systems, cleaning schedules, etc. This will include assisting with the updating of the Meeting’s Book of Common Practices as needed.

14. Participate in staff meetings, regularly scheduled or otherwise with the Trustees Committee, other principle staff, facilities staff, and as needed with other Committees.
15. Participate in review procedures. The Facilities Manager will be reviewed once a year and The Facilities Manager will review the facilities staff once a year. These reviews will be carried out in accordance with Meeting procedures.
16. The Facilities manager is always operating under the direction and supervision of the Trustees Committee.