



Job Title: Maintenance Professional

Job Description:

Maintenance professional shall support the church and school facility to ensure that it is cleaned and maintained.

Qualifications include:

- The Facility Coordinator will be a member in good standing of Bethlehem Lutheran Church or committed Christian with membership at another church.
- He/she will be expected to faithfully perform his/her duties in a way that honors Christ and is an example to other following Bethlehem's Mission & Vision.
- He/she will carry out duties with total honesty and integrity and maintain cordial compatibility with the rest of the staff.
- He/she will maintain strict confidentiality and abide by the guidelines set forth in the Bethlehem employee handbook.

Core Competency:

- Teamwork: Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Willing to help outside area of responsibility.
- Productivity: Completes expected work in a timely manner. Meets project deadlines and commitments. Effectively prioritizes changing responsibilities in order to maximize efficiency.
- Problem Solving: Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution. Displays proper judgment in the best interests of the members and staff.
- Job Knowledge: Demonstrates competence in technical knowledge and skills. Proficient in using established techniques and procedures, references, materials and equipment.

Personal Skills:

- Be patient, warm, and caring.
- Have the ability to work independently.
- Give high attention to details.
- Have energy and stamina.
- Have good communication and interpersonal skills.

- Have good organizational skills.

Primary Duties include:

Normal Working Hours 6:30 – 10:30 a.m. (Monday – Friday)

- Manage the maintenance and cleaning of the church and school facilities reporting to the Business Manager
 1. Clean - church, lower level, offices, choir room, restrooms (church, lower level & office area).
 2. Cleaning will follow a detailed checklist of all duties to be completed daily, weekly, monthly.
 3. Ensure rooms are setup into a normal configuration
 4. Minor repairs and ongoing maintenance
 5. Special cleaning (Church or School)
 6. Facility setup – tables, chairs, equipment, etc.
 7. Follow-up with Business Manager to ensure that responsibilities are being performed.
- Sidewalk snow removal as necessary
- Provide maintenance on equipment (carpet vacuum, shop vac, etc.)
- Request cleaning and maintenance supplies as needed.
- Summer months & extended school breaks –repairs, painting, special projects
- With advance notice be available to support special events at off normal hour times.
- Other duties as assigned or as deemed necessary.

If interested please send cover letter, resume and references to:

Trevor Henry

c/o Bethlehem Lutheran School

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Or email to: Thenry@bethlehemsaginaw.org