

# *EMPLOYEE POSITION DESCRIPTION*

*September 2025*

## All Saints Lutheran Church

15649 North 7<sup>th</sup> Street - Phoenix, Arizona 85022

### TITLE: PROPERTY MANAGER

PURPOSE: The Property Manager oversees the property/assets of the church; and supervises independent contractors listed below.

### MINIMUM QUALIFICATIONS:

- Proficient in managing/operation of the property/maintenance
- Active and vibrant Christian faith

### PREFERRED QUALIFICATIONS:

- Experience in managing employees/independent contractors/vendors
- Knowledge of our local community

DUTIES AND RESPONSIBILITIES: The following are essential functions of this position.

#### Maintain Property and assets of the church

- Schedule Facility Manager as needed per monthly calendar needs
- Recruit volunteers and schedule monthly meetings/workdays
- Manage vendors for regular maintenance on major equipment such as A/C units, elevators, etc.
- Oversees janitor/janitorial supply orders
- Assist Parish Administrator with the security system and key assignments
- File insurance forms as needed, in event of break-ins, property damage
- Oversee insurance/liability needs for those who use our facilities

WORKING HOURS: This is a Part-Time non-exempt position with normal working hours of 29 Hours Per Week. These hours may be modified depending on special events or circumstances.

IMMEDIATE SUPERVISOR(S): PARISH ADMINISTRATOR

INDEPENDENT CONTRACTOR SUPERVISED: FACILITY MANAGERS,  
JANITORIAL/PROPERTY VENDORS