

All Saints Lutheran Church

15649 North 7th Street
Phoenix, Arizona 85022

POSITION DESCRIPTION

TITLE: Facility Manager

PURPOSE: Maintain the security of our church family and campus; greet, welcome, and assist the community; and help fulfill All Saints Lutheran Church's mission.

QUALIFICATIONS: The Facility Manager must be a professing Christian who displays an active faith and is well suited to serve as a minister of the Gospel. The candidate must pass a background investigation.

The ideal candidate will possess:

1. Integrity and moral character
2. A background in Public Safety
3. The ability to work a part time/flexible schedule
4. Strong community ties

DUTIES AND RESPONSIBILITIES: Security of our entire campus, including: people, buildings (rooms), parking lot.

The Facilities Manager is responsible for greeting parishioners at services and those attending meetings & community events. This will include:

1. Unlocking rooms for meetings & locking them after, setting the alarms for each area.
2. Room set ups (i.e. table/chairs that may need to be set-up or rearranged)
3. Assist leaders of meetings with needs that might arise
4. Patrolling (walking) the campus during the meetings/church services.
5. **Always maintaining a visual presence.**
6. Utilizing the golf cart to pick up parishioners in the parking lot (greeting) at church services and patrol the parking lot during services
7. Notifying appropriate authorities if needed (Police and Fire).
8. At the conclusion of late meetings, the Facility Manager will walk persons to their vehicles to ensure their safety. In the event of large groups leaving at one time, the Facility Manager will position himself to observe the parking lot and the people.
9. Other duties as directed by the Parish Administrator.

WORKING HOURS VARIES: (Shared Position)

Monday – Thursday	5:00 – 10:00 pm (time various)
Saturday	9:00 am – 3:00 pm (time various)
Sunday	7:00 am – 2:00 pm (time various)
Special Occasions as needed (i.e. Friday/Saturday/Sunday event)	

IMMEDIATE SUPERVISOR(S): Parish Administrator / Director of Faith Formation