

Job Description



Employee's Name:	
Job Title:	Facilities Coordinator
Primary Accountability:	Vice President of Administration & CFO
Department:	Administration
Exempt Status:	Non-exempt
Position Type:	Part-time, At Will
Employee Type:	Staff
Number of Hours per Week:	15-20

Aim:

The Facilities Coordinator for Bethlehem College and Seminary will aim to provide care, maintenance, coordination and upkeep to all school facilities. The Facilities Coordinator shall earnestly seek to spread a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ by performing the functions listed below. The Facilities Coordinator shall maintain a Christian spirit of love and service toward the Bethlehem College and Seminary staff, faculty, and students, in accordance with Bethlehem College and Seminary's mission and Community Declaration.

Responsibilities:

As Facilities Coordinator, they will...

- Maintain steady cooperation and communication with key Bethlehem Baptist Church facilities staff
- Manage cleanliness and accessibility of the third floor, the fourth-floor office BCS area (NW quadrant), and parking logistics.
- Provide custodial duties and maintenance of Bethlehem College and Seminary buildings and grounds (Hanson, Library, 4052 House, 4-Plex) including routine cleaning of bathrooms, floors, and trash removal; removal of debris and fallen limbs, mowing and landscaping, and snow removal when needed.

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- Purchase necessary supplies, equipment, and furniture for the Bethlehem College and Seminary buildings and grounds.
- Coordinate miscellaneous services for buildings and grounds including pest control, cameras and alarm system, and damage (e.g. graffiti removal, theft).
- Perform or coordinate improvements to BCS buildings and grounds
- Issue keys and key forms to all necessary staff, faculty and students.
- Find and coordinate summer tenants for the 4-Plex and 4052 House.
- Coordinate student arrivals, leases, rent collection, damage deposits, and key disbursement.
- Manage rent, deposits, and late rent for the 4-Plex and 4052 House.
- Enforce basic rules for 4-Plex and 4052 House.
- Conduct monthly housing inspections.
- Oversee move-out procedures by communicating in a timely manner expectations to students through collecting checklists, keys, and other necessary information.
- Find and move furniture as needed for each academic year.
- Provide a general security presence and be a first responder as needed.
- Coordinate warehouse usage.

Qualifications:

1. Model servant leadership and exhibit a helpful, joyful attitude.
2. Sustain a vital, growing relationship with the Lord through personal and corporate worship, study of God's Word, prayer, and regular, ongoing fellowship with believers at Bethlehem.
3. Seek to undertake duties in the power of the Holy Spirit, undergirded with prayer, guided by the Scriptures, and manifesting the character of Christ for the glory of God.
4. Be a member in good standing of Bethlehem Baptist Church or a local Treasuring Christ Together church, or, if not a member when called to the church, become a member as soon as possible, ideally completing the membership process within three (3) months of the date that employment begins. (Exceptions may be considered by administration for other like-minded churches.)
5. While ensuring first loyalty is to God and the Word, support the leadership (board of trustees, president's cabinet, and deans) of the school generally and specifically for specific area of employment. Strive to maintain positive and fruitful relationships with other Bethlehem employees, leaders, and students. While concerns or differences of opinion may arise, all employees will communicate in a biblical manner and abide by appropriate supervisory direction and any final determinations of the President's Cabinet.
6. Have the vision and organizational skills necessary to work effectively within the context of a churches-based school and large church with multiple staff members and ministries.
7. Strictly maintain appropriate confidentiality according to the guidelines set forth in the Employee Handbook, Community Declaration, and the church's Relational Commitments.

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8. Sign our Employee Handbook Acknowledgement Form, Mediation and Arbitration Agreement, and must comply with all applicable school policies.
9. Give servant-hearted support to specific area(s) of departmental service as well as to the broader needs of Bethlehem College and Seminary.

Requirements:

Should be ...

1. A self-starter and an initiative-taker
2. Detail oriented
3. Flexible
4. Able to manage stressful situations
5. Familiar with Bethlehem ministry values, ethos, and priorities
6. Eager to serve in both humble, unseen and visible, discernible ways
7. Proactive in communicating with others on a team

Should have ...

1. Ability to work with their hands and strong mechanical aptitude
2. Time management and organizational skills
3. Administrative skills
4. Attention to detail while managing priorities and adapt under the pressure of tight deadlines and multiple projects
5. Computer competence
6. Team orientation, collaborating well with others
7. Strong creative and conceptual thinking
8. In-depth problem solving and follow-through skills
9. Ability to exercise sound judgment within established guidelines
10. Ability to work well under direct supervision or independently with minimal instruction

Knowledge Requirements

The Facilities Coordinator should have...

- ability to perform basic maintenance functions, including use of drills, ladders, and lawnmowers,
- ability to lift up to 50 pounds, and
- understanding of basic building operations.

Work Experience Requirements

The Facilities Coordinator should have...

- proven effective relational and communication skills,
- proven track record of punctuality and reliability in communication,
- proven track record of attention to detail and accuracy.

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Approved By: HR Manager, Fall 2024

Vice President of Administration & CFO:

Joe Krekelberg

Signature _____ Date: _____

Facilities Coordinator:

Signature _____ Date: _____