



**WRIGHTSVILLE**  
UNITED METHODIST CHURCH

## **Facilities Manager**

**Purpose:** This position supports Wrightsville UMC's leadership and ministries by managing work orders and duties assigned by the Executive Director with self-motivation and awareness of general public needs preparing the church for staff and congregants.

### **General job description and expectations for all Wrightsville UMC staff members:**

Make disciples of Jesus Christ in one's area of ministry

Work together as a team with other staff members, committees, and lay servants/volunteers

Abide by and enforce the Safe Sanctuaries policies of the church

**Reports to:** Executive Director

### **Primary Duties and Responsibilities:**

General Maintenance:

Biweekly set-up and break down for all classes, groups and events as requested

Biweekly delivery of any large packages from front office to recipients at any one of three locations

Biweekly replacement of 50 gal. water jugs as needed at WB, Oleander and Landing buildings

Biweekly pick up of trash on main campus and the WOO. Put trash cans by the street for pick up twice a week - Tuesday and Friday morning pick ups.

Biweekly monitoring of parking lots, adjusting parking signs as necessary, and bringing flags in from Sunday services

Biweekly monitor, correct and sanitize bathrooms and replenish bathroom supplies

Biweekly detail and maintain the outside property between landscaper visits.

Weekly collection of recycling from various building recycle boxes at 2 locations and deliver to recycling bins at TOWB

Monthly maintenance checks: Monitor AED medical boxes, batteries, hand sanitizers, elevator, kitchen hood, building backflow, alarm systems, moisture monitors, fire alarms/extinguishers, smoke detectors, etc. and report any discrepancies or concerns to the Executive Director.

Be able to set up and climb a ladder as well as lift up to 50 lbs in order to to execute the requirements of the job.

Kitchen:

Maintain inventory and general kitchen supplies to support all ministries and events of Wrightsville UMC - receiving and storing food items and supplies

Work with volunteer kitchen ministry teams to provide support and knowledge to volunteers and ensure a successful event - including Sunday morning fellowship time.

Maintain cleanliness and order in kitchen, pantry and laundry room- including the regular cleaning of appliances

Purchase supplies for general kitchen use as well as events such as breakfasts, picnics, pig pickin's, etc

Serve as point of contact for kitchen repairs and inspections at the request of the Executive Director or Property Management Office.

Attend meetings as requested

Ensure that all invoices and receipts are properly turned in with an expense voucher and that the kitchen budget is maintained

Other tasks assigned by the senior pastor which are needed to fulfill the church's goals and advance the work of the Kingdom of God.

**Hours:** Part Time; 10-15 hours/week with flexibility for busy seasons in the Church

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Wrightsville UMC Leadership reserves the right to revise the position, its job functions, and other aspects of the position in any way at any time.*

Interested applicants should submit their resume to:

Wrightsville UMC Staff Parish Relations Committee Chair

sprc@wrightsvilleumc.org

**6/9/26**