



ROLE DESCRIPTION

Role: Facilities Coordinator

DEPARTMENT: Administrative Services

REPORTS TO: Facilities Manager

CLASSIFICATION/ STATUS: Full-Time

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

The facilities assistant serves the organization by performing daily tasks to keep the facilities safe and well-maintained. This work includes general and grounds maintenance, cleaning and repair of the properties, facilities emergency response, site safety of buildings and property, and event management, amongst other things. The person in this role needs to conduct the work in a courteous and professional manner. He/she will engage regularly with employees, volunteers, vendors and CGM program participants.

MAJOR POSITION RESPONSIBILITIES:

1. Conduct the work of oversight in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for Ourselves and Participants in our Programs.
2. **Maintenance:** Perform general maintenance, such as painting, replacing light bulbs, and cleaning windows, floors, and furniture, per the need and/or maintenance schedule. CGM has a fleet of vehicles that maybe included.
3. **Repair:** Complete simple repairs with guidance from the Facilities Manager or work with contractors to fix issues with lighting, HVAC, and other systems, as directed.
4. **Safety:** Ensure the facilities is safe and secure. This can include managing access and performing risk assessments as requested.
5. **Event management:** Set up and take down meeting rooms and other spaces for events.
6. **Inventory:** Maintain inventory of supplies and equipment, and reorder as needed/requested.
7. **Record keeping:** Maintain records of budget expenditures, purchases, and other equipment maintenance documents.
8. **Emergency response:** Respond to facility related emergencies and complete documentation and reports as needed.
9. **Cleaning:** "Clean common areas, restrooms, 3rd floor kitchenette, and other areas weekly or as needed. Work with others who also do this work to help ensure that standards are met. This might include supervision of program participants or residents in the Homeless Shelter who help with facilities work.
10. **Grounds maintenance:** Maintain the appearance of entryways and outdoor areas including parking lots and landscaped areas. As need, oversee pest control processes.

11. Support the Facilities Manager as needed, including major facilities projects.
12. Provide excellent customer service: proactively sharing information and responding to customer requests in a timely and professional manner.
13. The Facilities Coordinator will engage with and possibly supervise CGM program participants (in Recovery or our Homeless Shelter) as participants help with cleaning and or project work.
14. Pray regularly for City Gospel Mission, employees, participants, volunteers and donors. We value the power of prayer and encourage employees to pray. Spiritual growth is encouraged, but not forced on our participants. We believe prayer has a positive impact.

As with all CGM staff, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

PHYSICAL REQUIREMENTS:

1. Is able to move, function, drive and travel to CGM facilities locations as needed.
2. Is able to execute the motions necessary to do "facilities" work.
3. Is able to drive to the various CGM facilities.
4. Is able to communicate verbally and in writing with people who are working or being served at a CGM facility.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Candidates must have a high school diploma or equivalent. Applicants with college degree and practical experiences are preferred.
2. Working knowledge of equipment and systems used in this field.
3. Proficiency in basic Information Technology is required (Computer/Smart Phone).
4. Must have excellent follow-through skills when handling multiple tasks or projects and good attention to detail.
5. A team player with leadership skills and demonstrated competency to effectively interact, work with and influence site personnel.
6. Effective inter-personal communication skills including conflict-management, de-escalation.
7. Must possess a valid driver's license (Ohio or Kentucky) and be in good standing.
8. Must pass background/motor vehicle check and drug screen.

Date Revised: 2/7/25 (HR Contact, Kelly Wilson)