

## CENTRAL COMMUNITY CHURCH – Building Coordinator (Part time, 25hours/week)

The Operations department is a service-oriented area within our organization. We are currently in need of a dynamic, passionate, proactive, and qualified individual to help us lead people into a life that matters by serving as a Building Coordinator, overseeing our current facility in St. Catharines and our new facility in Niagara-On-The-Lake, when it opens.

### WHAT YOU WILL DO:

#### Custodial Staff Oversight

- Manage and organize custodial/Security staff with daily/weekly list of duties & Schedules
- Ensure Custodial staff daily/weekly tasks are completed (Cleaning / garbage / vacuuming / bathrooms /water buckets / inventory restocking / Laundry etc.)
- Responsible for personnel training
- Point of contact for contract cleaners (Monday, Thursday & Sunday Am team)

#### Operations/Building tasks

- Organize CCB (Church Community Builder software) calendar events – approve rooms & resource requests
- Oversee private functions – ensure building is available, discuss details with requestor, ensure events comply with mission statement and purposes of Central, get approval from Executive Support Manager, invoice requestor, ensure room is set up as requested
- Source and contact contractors when required (regular maintenance / repairs)
- Organize and order all building/cleaning supplies and keep inventory
- Ensure building is in working order as well as following all health and safety protocols
- Work with automation systems to manage security, photometrics, heating/cooling. (Thermostats, alarm, church cameras)
- Give biweekly report to Executive Support Manager
- Work with and develop maintenance schedules, ensure safe, reliable, and efficient operation of Heating/Cooling, Elevator, Fire Safety, Kitchen exhaust systems.
- Contractor Liaison: Manage relationships with key service contractors, ensure the quality of work and ability to work within budget. Contractors range from various Mechanical trades, Landscaping, Snow Removal, Electrical, Elevator, Janitorial and Fire Safety
- Maintain general security throughout the week and when security/caretaker is unavailable
- Oversee Baptism Tank Procedure when required
- Provide keys and alarm codes for all staff
- Follow all procedures accordingly

#### Partnering

- Attend all staff and departmental meetings.
- Work with all Departments to collectively serve the Church.
- Work with volunteers/sub-contractors.
- Approach the day to day work activities with a flexible and positive attitude.
- Perform other duties as assigned by your reporting manager.

### WHO YOU ARE:

- **Proactive:** Self-motivated and able to take initiative easily.
- **Flexible:** Ability to work Weekdays and occasional Sundays and/or evenings. Able to deal with the unexpected.
- **Team Player:** Reliable, dependable, positive attitude and have a strong work ethic.
- **Education:** Minimum High School Diploma
- **Experience:** A person with 2+years of Building coordination preferred. Other Administrative / Coordination /Management experience welcome
- **Inter-personal:** A person who demonstrates excellent interpersonal skills.
- **Computer Knowledge:** A person who has a working knowledge of Mac or PC, Microsoft Word and Excel.

**WHY YOU WANT TO JOIN US:**

- To serve on a team that wants to impact and transform people's lives.
- Amazing team dynamic that is both highly motivated and passionate.

Please visit our website to learn more about us – [www.centralcc.ca](http://www.centralcc.ca)

If you are interested in this position, please email your resume to [adeoladipo@centralcc.ca](mailto:adeoladipo@centralcc.ca)

Only successful candidates will be contacted for an initial interview.