

# Facilities Manager

## Job Description

**Denomination:** Christian and Missionary Alliance

**Church Size:** 350+

**Job Type:** Permanent

**Position Status:** Full Time

**Potential Start Date:** September 2023

**Potential Duration:** 37.5 hours/week

**Department:** Operations

**Reports to:** Operations Director

### Summary

Unionville Alliance Church is a warm, vibrant, multi-ethnic, multi-generational church in Markham, Ontario that exists to lead people to know Jesus Christ and to follow him passionately. We value meaningful community, Biblical teaching, caring for those in need, prayer, and sharing God's message of hope in Markham and beyond. We are motivated by God's love to touch our world through Jesus Christ one life at a time.

### Job Responsibilities

May include, but are not limited to, the following:

- Schedules flexible working hours to meet event needs, including weeknights and weekends.
- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Empties trash and recycling receptacles, disposes appropriately into dumpsters, and bags trash for proper disposal.
- Manages rental inquiries, including securing appropriate staffing.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Performs routine maintenance to custodial equipment and supplies.
- Unlocks doors, ensuring doors are locked after events.
- Report needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Assists in on-the-job training of new staff on routine procedures.
- Performs cleaning functions based on seasonal/project requirements.
- Performs minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.
- May assist in minor snow removal activities and property maintenance.
- Manages facility-related budgets, expenses, and vendor contracts.
- Liaisons with Facilities Committee on their capital projects.
- Performs miscellaneous job-related duties as assigned.

### Skills & Qualifications

- Ability to operate maintenance equipment, such as vacuums and power tools.
- Ability to safely use cleaning equipment and supplies.
- Ability to understand, follow, and enforce safety procedures.
- Ability to lift and manipulate heavy objects.
- Multitasking and organizational skills to keep track of various responsibilities.
- Ability to carry out tasks in a timely fashion with minimal supervision.

### **Characteristics**

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, and reliable.
- Is a self-starter, and able to take initiative as needs arise.

**Submit your applications at [uachome.org/careers](https://uachome.org/careers).**