



## Part-Time Facilities Manager St. Andrew's Episcopal Church, Greensboro, NC

The Facilities Manager maintains and oversees the property, ensuring the church campus is clean, safe, and functional. This includes collaborating with clergy, staff, vestry, congregational leaders, and outside contractors. **This is a part-time managerial and task-oriented role** reporting to the Parish Administrator.

### Duties and Responsibilities:

- Monitor the safety, maintenance, and cleanliness of our buildings and grounds.
- Perform routine maintenance and repairs, manage maintenance supplies, and schedule inspections.
- Serve as the primary contact for contractors, overseeing custodial and grounds work, and scheduling / supervising contracted maintenance and repairs.
- Keep maintenance records, vendor lists, and invoicing up to date.
- Be on call to respond to urgent issues.
- Prepare facilities for weather changes and events.
- Assist with event setup and be present for special services (such as funerals).
- Assist Parish Administrator with scheduling requests and facilities usage.

### Skills and Qualifications:

- Reliable, flexible, organized, and a self-starter.
- Ability to perform routine maintenance and repairs.
- Experience with plumbing, electrical, HVAC, or other building systems.
- Ability to lift 50 lbs. and work on your feet.
- Driver's license and dependable transportation.

### Experience:

- High School Diploma or GED.
- Experience managing a facility preferred, with electrical, plumbing, or mechanical expertise a plus.
- Proficiency with basic technology, including email.

### Job Type:

- Part-time, in-person varying hours week to week, based on need.
- Some availability on holidays and weekends.
- Background check and drug screen required.
- \$20.00 an hour (estimated 6–10 hours a week)

**Send resume and two references to Susan Frye, Parish Administrator,  
at [parish@standrewsgso.org](mailto:parish@standrewsgso.org). No calls please.**

2105 W. Market St.  
Greensboro, NC 27403



**standrewsgso.org**  
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