

# **Building Manager Bellefield Presbyterian Church Summary Description**

**Bellefield's Vision:** We are a congregation who LOVES others, SHARES the Gospel, GROWS in our relationship with Jesus Christ and each other, and SERVES sacrificially.

**Position Overview:** The Building Manager is responsible for overseeing routine maintenance and minor repairs of the church building and grounds to ensure that the facility is safe, clean, secure, and ready for use at all times. This is a part-time salaried position estimated at approximately 15 hours per week.

## **Requirements:**

- Have a general knowledge of institutional cleaning and maintenance practices
- Able to perform minor repair and general maintenance tasks
- Able to handle simple physical tasks, such as moving chairs and tables, shoveling snow, and taking out trash
- Demonstrate interest in the ministries/activities of Bellefield Presbyterian Church
- Able to work well with others, particularly with vendors, contractors, church volunteers and other staff
- Able to keep good records and submit reports and receipts in a timely manner
- Able to exercise initiative and sound judgment
- Able to prioritize projects/tasks and his/her own schedule so as to get all the required work done, as needed

## **Position Responsibilities:**

### **1. Maintain a safe environment**

- A. Ensure that the church has proper lighting, signage, and disability access
- B. Draft and update emergency plans and evacuation procedures and conduct training and drills
- C. Oversee security, fire prevention, and other safety systems

### **2. Maintain clean facilities**

- A. Regularly inspect indoor and outdoor space for cleanliness. Perform some cleaning and organization tasks and assign others to cleaning vendor, building assistants or outside vendors.
- B. Schedule & run seasonal volunteer workdays

### **3. Maintain major systems of the church facilities** according to a predetermined schedule, and repair as needed

- A. Maintain a facility maintenance schedule, and a contact list of suggested vendors
- B. Maintain a "Building Manual" outlining maintenance routines of all major systems
- C. Recognize items/areas needing repair or other special attention and act proactively to solve problems as they arise

### **4. Manage church building use**

- A. Review the Calendar of Events and plan for special setup or logistics
- B. Maintain door schedule & heating/cooling updates in the i-Net system
- C. Administer Keys/Fobs to ensure access and security

**Building Manager  
Bellefield Presbyterian Church  
Summary Description**

5. **Manage Building Assistants**
  - A. Train and supervise Building Assistants for all Sunday services
  - B. Maintain proper written procedures for each service

Interested individuals should contact Katherine Cosentino at  
[katherine@bellefield.org](mailto:katherine@bellefield.org) and request a job application.

**Bellefield Presbyterian Church (EPC)  
4001 Fifth Ave  
Pittsburgh, PA 15213  
412-687-3222  
www.bellefield.org**