



**First Divine Science Church, DBA:
Althea Center for Engaged Spirituality
Job Description**

Job Title: Facilities Coordinator

Classification: Part-time, Independent Contractor

Hours: 10 hours per week (flexible schedule; seasonal fluctuations expected)

Compensation: \$500 bi-weekly

Reports To: Board of Trustees via designated Board Liaison / Facilities Lead

Purpose

The Facilities Coordinator creates and maintains a clean, safe, and welcoming environment—inside and out—that invites community members, visitors, and renters into the building where minds and spirits are nourished, connected, and supported. This role blends hands-on janitorial and groundskeeping work with coordination of maintenance, safety, and operational needs.

Core Responsibilities

1. Janitorial & Cleaning (Weekly and Event-Based)

- Sweep, mop, and vacuum public areas, offices, restrooms, and meeting rooms based on a rotating schedule..
- Clean and sanitize restrooms; restock toilet paper, paper towels, and soap.
- Wipe surfaces and sanitize high-touch areas.
- Maintain clean and welcoming entryways, portico, and common spaces.
- Wash biohazards from front portico and surrounding areas as needed.
- Remove trash, recycling, dog waste, and other debris from building and grounds.
- Ensure sanctuary, classrooms, and meeting rooms are tidy before and after services and events.

2. Grounds & Outdoor Maintenance

- Conduct regular assessments of all outdoor areas.
- Weed, trim, remove dead plants, and replant as needed.

- Remove or trim dead tree branches.
- Coordinate mulch distribution and sprinkler operation.
- Perform rodent inspection and mitigation as needed.

Seasonal Grounds Duties

- Spring: Coordinate spring cleanup with Volunteer Coordinator; ensure sprinklers function properly.
- Summer: Mow front lawns; water outdoor plants and bushes; manage swamp coolers (turn on/off, fill portable units).
- Fall: Rake leaves regularly; coordinate autumn cleanup with volunteers.
- Winter: Shovel sidewalks or coordinate snow removal; mitigate ice with salt; monitor heat and pipes.

3. Facilities Maintenance & Vendor Coordination

- Conduct weekly walk-throughs to identify maintenance or repair needs.
- Coordinate vendors and contractors (HVAC, boiler, plumbing, electrical, etc.).
- Meet vendors on site as needed.
- Maintain a simple log of issues identified, actions taken, and work completed.
- Notify Board Liaison when:
 - Equipment breaks or needs replacement
 - Safety concerns arise
 - More than allotted weekly hours will be required

4. Event & Building Operations

- Open and close buildings for services, rentals, and community events.
- Assist with setup and breakdown of tables, chairs, and signage.
- Restore rooms to standard layout after events.
- Turn sanctuary lights on/off; place and retrieve candles.

5. Safety, Security & Stewardship

- Lock and unlock doors; ensure doors and windows are secure.
- Monitor premises for safety hazards, break-ins, illegal activity, or unauthorized parking.
- Assist with respectfully moving unhoused individuals along when required.
- Provide emergency response to facility-related issues.
- Ensure no individuals utilizes Althea for unauthorized personal use

6. Supplies, Inventory & Reporting

- Monitor and restock janitorial and light maintenance supplies.
- Notify Administrative Assistant when supplies or equipment need replenishment.
- Track hours worked and tasks completed.
- Submit monthly log to Administrative Assistant for compensation processing.

Qualifications

- Reliable, self-directed, and well organized.
- Experience with cleaning, light maintenance, or facilities coordination preferred.
- Comfortable working independently and problem-solving on site.
- Ability to lift up to 40 lbs and perform physical tasks.
- Respectful of the Althea's mission, property, and community values.