

**I. Position Description - Hausmeister.** Ensure the Church's real property is maintained and properly cared for. The Hausmeister's will report daily activities and hours to the Church Office Manager and the Senior Pastor. Long term projects will be coordinated with the Chairman of the Buildings and Ground Committee.

**II. Specific Duties and Responsibilities.**

1. Responsible for general maintenance and repair of all the Church real property.
2. Attends monthly Buildings and Grounds Committee Meetings.
3. Works on grounds keeping tasks required to keep Church property in neat and orderly appearance to include overall grounds keeping and cleaning as needed.
4. Updates the B&G Chairperson on grounds keeping issues weekly.
5. Maintains a work order request log in the Church office, documents task completion as assigned, and prioritizes work orders to support ongoing ministries of the Church.
6. Responsible for the organization and cleanliness of the Church tool room and outdoor storage sheds.
7. Performs regular preventive maintenance on Church furniture.
8. Coordinates and obtains approval of Chairman, Building and Grounds Committee, prior to purchasing replacement tools, new tools, equipment, and supplies. Hausmeister may in some cases be required to use his/her privately owned vehicle when the need arises to procure tools, equipment etc if the church vehicle is not available. The cost of using of a privately-owned vehicle to make these approved purchases will be reimbursable expenses and shall be approved by the Finance and Buildings and Grounds Committees.
9. Reports all facility discrepancies found that are beyond his repair capability to the Chairman, Building and Grounds Committee.
10. Ensures all walkways and stairways leading to the exterior portions of the Church are free of snow and ice prior to 0800 hours on scheduled workdays and each Sunday (unless coordinated with the office manager, Senior Pastor or Buildings and Grounds Committee Chairman).
11. Performs other duties as assigned which fall into the realm of the responsibility of the Hausmeister. These duties do not include major electrical or plumbing tasks.
11. These duties are to be used as a representative sample of the duties the Hausmeister is expected to perform, but this list is not all-inclusive.

### **III. General Qualifications:**

- Must be a Christian and a member of Faith Baptist Church or another church of like faith or belief in the local community.
- Knowledge and experience of general building maintenance is desired.

### **IV. Work Hours.**

The Hausmeister position is part-time, not to exceed 25 hours per week unless otherwise agreed to in writing between the two parties. The work schedule corresponds to the normal office hours, 9:00 a.m. to 4:30 p.m., but may be varied as long as a 15 hour per week minimum is maintained. The work schedule includes an in-place, on-the-clock lunch break. Absences away from the job during normal work hours must be approved in advance by your supervisor, and will not be compensated unless charged to accrued vacation time or offset by accrued compensatory time from additional approved hours worked. You must arrange for a replacement for absences from your full-time schedule; volunteer or paid replacements must be approved by your supervisor. You must complete a weekly timesheet, have it signed by your supervisor, and turn it in to the Financial Coordinator before the last week of the month for payroll. Any overtime must be preapproved by the supervisor or in his absence the Personnel Committee Chairperson. Overtime is paid back in compensation time off with a maximum of 20 hours earned on the books at any given time. Any compensation time left on the books at time of separation will be forfeited.