



# Fearless Family of Churches

Cultivate | Ridge Point | Third Coast

Following **Jesus** and Fearlessly Making Him Known

## Position Description

**Title:** TC Facility & Grounds Coordinator

**Salary Level:** VI

**Leadership Development:** Team Leader

**Reports to:** The Facility & Grounds Coordinator will report to the Lead Pastor

**Function:** To provide effective maintenance, groundskeeping, and housekeeping services to church facilities utilizing volunteer teams with good stewardship of time, resources, and money, allowing the church to fulfill its mission

**Hours:** Part-time average 24 hours weekly, including weekends

### Responsibilities:

- Recruit, coordinate, work with, and oversee volunteers for all exterior and interior tasks and projects for the grounds, maintenance, and cleaning
- Prepare materials and task lists for weekly volunteer teams to address (specific volunteer teams include housekeeping, mowing, golf range, plowing, landscaping, maintenance, building opening and closing)
- Partner with the Network Facility Director to contact necessary contractors for repair and preventive maintenance
- Coordinate hourly staff relating to grounds, facility and housekeeping as needed
- Partner with the Network Facility Director and Operations teams to develop systems and resources for facility care
- Perform daily housekeeping and cleaning as needed (using volunteers as able)
- Maintain orderliness and safety of all storage areas
- Order and inventory custodial, maintenance and grounds supplies
- Inspect, request, and perform light maintenance to the building and grounds
- Provide custodial coverage for facility usages as the events require (using volunteers as able)
- Collaborate with the Events Coordinator to provide set up and tear down for scheduled events (using volunteers as able)
- Collaborate with the Events Coordinator to schedule the use of the facilities and event coordination

### As a staff we value:

- **Christ In You, Then Through You:**  
Be transformed by who you are in Christ in a way that moves you to transform and bring health to your relationships and environments
- **Stronger Together:**  
Become stronger together by forming authentic relationships founded on trust.
- **Live The Vision:**  
To embody the Ridge Point DNA in a way that fosters a culture of Kingdom minded disciple makers
- **Pray Like It Depends On God:**  
Constantly engage in effective prayer for the health and direction of the ministry and the advancement of the Kingdom.
- **Work Like It Depends On Us:**  
Work in such a way that God would claim it as His own.
- **Pursue Innovation and Embrace Change:**  
Thinking through new ideas and risking failure so that we are continually improving.

### Experience:

- Some custodial and maintenance experience preferred
- Some grounds keeping experience preferred
- Preferred two years of proven ability to develop, lead, and motivate volunteer teams
- Member or willing to become a member of Third Coast Church within 6 months of employment

**Having reviewed this position description, I agree that it accurately reflects my new responsibilities and understand my next performance review will be based on the above criteria.**

Signature \_\_\_\_\_ Date \_\_\_\_\_