

JOB DESCRIPTION – PART-TIME PROPERTY MANAGER (Date Approved: _____)

POSITION: The Property Manager, with the assistance of the Church Council shall lead the volunteers in the care and ministry of St. John's United Church of Christ property

SUPERVISION: The Property Manager shall be directly responsible to the Sextons who will complete a yearly evaluation based on the approved Job Description. This evaluation will be discussed with the Council.

RESPONSIBILITIES AND GOALS: Subject to review and adjustment in conjunction with the Church Council, the following are the expectations the Property Manager should meet.

GROUND: The Property Manager with the assistance of the Church Council and taskforces will care for all of St. John's Property.

- Oversee general maintenance
- Provide repairs whenever possible
- Maintain and when possible, repair equipment
- Research ways to make the equipment work more efficiently

OUTDOOR PROPERTY:

- Plan Community Garden each winter
- Mow the grounds
- Snow shovel/ snow blow parsonage and church sidewalks
- Plow (if possible) church parking lot and parsonage driveway
- Weed all gardens
- Turn in Community Garden report to Rockford Human Services to stay compliant with grants

INDOOR PROPERTY:

- Clean the whole Church building weekly
- Take out trash, recycling, and lawn waste bags the night before trash pickup
- Do rounds weekly of the indoor and outdoor property to check for repairs and special jobs needing done
- Arrange tables as needed for church events
- Sanitize bathrooms, kitchen and nursery weekly
- Follow health department requirements
- Keep the kitchen compliant with commercial kitchen standards
- Aid in repairs in and around parsonage only on request of Pastor living in parsonage

ADMINISTRATION:

- Maintain records of Property improvements and repairs
- Provide information and pictures for church online presence and print

- Communicate and meet repair professionals and independent contractors as requested by the Sextons or staff
- Organize volunteers and all church workdays at least twice a year
- Work with the courthouse and other community partners to supervise court ordered and voluntary community service workers
- Use Tax Exemption letter when buying supplies and turn in all receipts and paperwork for proper reimbursement