



BURNT HICKORY Baptist Church

Position Description Position Title: Facilities Supervisor

Reports to: Facilities Director
Shift: Evenings: Monday through Wednesday, Weekends
Position: Full-time, non-exempt, hourly position

Description:

1. Perform a meet and greet function with event contacts—ensuring they have everything they need for their event. Be available during events via cell phone or radio.
2. Meet weekly with our Event Coordinator to review upcoming calendar events.
3. Supervise housekeeping staff to ensure that their zones are clean and set for events.
4. Check that areas for all events are clean, set, and ready in a timely manner, and that cleanup takes place following events.
5. Perform a safety function in the absence of the Director of Facilities that mainly consists of monitoring, reporting, and coordinating our response: Fire, injury, inclement weather, threatening person, calling 911, etc.
6. Ensure that opening and closing procedures are followed. Make sure that secured zones are kept secure, lights and doors secured at night.
7. Assist the Director in making the weekly/daily work plan.
8. Plan and publish both facility staff and chair team work calendars.
9. Help provide training for new employees—procedures, cleaning, safety, etc.
10. Order housekeeping supplies.
11. Maintain Material Safety Data sheets.
12. In absence of the Director, work as a liaison between facility crew and church leadership.
13. This is a hands-on position. Work shoulder to shoulder with maintenance, housekeeping, and custodial staff and sub in when needed.
14. Demonstrate a Christ-like servant leadership attitude in responding to the needs of staff, members, and guests. Always behave in a professional, respectful, and courteous manner.
15. Other tasks as assigned.