



MINISTRY Admin
POSITION Building and Grounds Coordinator
REPORTS TO Assigned Staff

ROLE SUMMARY

To develop, plan, organize and coordinate the maintenance, repair and alterations of Brooklife buildings and grounds

QUALIFICATIONS

- Self-initiator, responsible, flexible, problem-solver, team player
- Exercises mature and independent judgment, confidentiality and tact
- Project management skills

GENERAL RESPONSIBILITIES

- Oversees facility set up and janitorial teams
- Responsible for garbage removal throughout the building 1-2x a week
- Light maintenance as needed (carpet cleaning, tile burnishing, patching/painting)
- Replace light bulbs as needed throughout the building
- Setting up of spaces (tables, chairs, etc.) for different ministry events happening throughout the week
- Organization of storage rooms

TIME INVESTMENT

Part time - 15-20 hours per week or as needed
Regular weekday office hours/weekly night program/weekends

For more information or to apply, please email office@brooklife.org

