



Unitarian Universalist
Congregation at Shelter Rock
Human. Kind.

Title	Facilities Supervisor	Classification	Exempt
Reports To	Facilities Director	Weekly Work Hours; 37.5	Date: 6/20/18

Summary: Assist the Facilities Director to ensure the buildings and property are maintained.

Position Responsibilities

Event and Meeting Support (including but not limited to the following)

- Review Daily Job Orders, coordinate with Liaisons as needed and assign for completion to custodial staff
- As needed, assist custodial staff in room set up as designated by Job Order to include table and chair arrangements, delivery and placement of refreshments, placement of Congregation A/V, telecommunications or other technology equipment
- As needed pick up meeting refreshments from local suppliers
- Trouble shoot basic A/V, telecommunications or other technology equipment problems that present at meetings
- Act a primary point of contact for facilities-related customer service; be available as needed to direct custodial staff or as need directly support the meetings operational/facilities needs as they arise
- Work collaboratively with outsourced meeting vendors
- As needed, assist custodial staff in breakdown of room upon event closure to include; room to be broom swept, vacuumed and mopped as needed; Table to be wiped down (tables clothes removed and readied for laundering), left over refreshments to be discarded or stored per policy, extra tables and chairs to be stored away with room to be returned to its standard layout.
- Ensure facilities based quality assurance of event from set up to breakdown.
- On weekly basis, oversee the custodial staff or directly support as needed, the move of furniture between classrooms for Religious Education program and otherwise support Child Care per contractual agreement.

General Facilities Cleaning (including but not limited to the following)

- Assign custodial staff (or perform directly as needed) cleaning activities for shift:
- Emptying trash daily from all meeting rooms, bath rooms kitchens, and all staff offices
- Sweeping, Vacuuming, Mopping meeting rooms, bath rooms, kitchens, and staff offices based on schedule
- Power washing of sidewalks and floors
- Ensure the proper utilization of the appropriate mix of water and detergents when cleaning
- Ensure the proper utilization of the appropriate manual and power tools when cleaning
- Work collaboratively with outsourced cleaning vendors and direct the custodial staff in their work with such vendors
- Provide Quality Assurance report of cleaning activities

INTERIM SENIOR MINISTER: The Reverend Ned Wight

MINISTER FOR PASTORAL CARE: The Reverend Jennifer L. Brower

MINISTER OF LIFESPAN RELIGIOUS EDUCATION: The Reverend Natalie M. Fenimore

CONGREGATION OPERATIONS ADMINISTRATOR: Adam Barshak

VEATCH EXECUTIVE DIRECTOR: Joan Minieri

MINISTERS EMERITI: Dr. Christine M. Wetzel, Dr. Barry M. Andrews, Dr. Paul S. Johnson

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Worship Room Cleaning (after each Sunday Worship and based on schedule); (including but not limited to the following)	<ul style="list-style-type: none"> Assign custodial staff (or perform directly as needed) cleaning activities for shift: Ensure all hymn books and other relevant materials are placed back in pews Move all pews to access floor underneath for sweeping, (mopping as needed based on schedule); sweep/mop other areas of Worship Room Vacuum runners and balcony carpet Windex balcony glass panels Clean out used candles in sandbox, smooth out sand and replace candles Vacuum pew cushions as scheduled Provide Quality Assurance report of Worship Room cleaning activities
Grounds Keeping (tend to 100 acre property); (including but not limited to the following)	<ul style="list-style-type: none"> Assign custodial staff (or perform directly as needed) grounds keeping activities for shift: Salt sidewalks, driveways and parking lots as needed both manually and with via salting truck. Shovel sidewalks, driveways and parking lots as needed Mow lawns, rake leaves, prune bushes, sweep sidewalks Work collaboratively with outsourced landscaping and other property management vendors
Facilities Maintenance & Purchasing (including but not limited to the following)	<ul style="list-style-type: none"> Support Facilities Director in inventory management and purchasing of supplies Oversee the operation of the HVAC system to help regulate building temperature and humidity Assign custodial staff or assist directly in the changing out of internal / external lighting Assign to custodial staff or assist directly in the Provision of handy person skills for basic repairs not requiring a licensed contractor Work collaboratively with outsourced maintenance vendors to include but not limited to: Sanitation, Sewage, Plumbing, Electrical, Construction, Security Assist in the security of the facility and grounds as needed.
Qualifications & Requirements	
Education	<ul style="list-style-type: none"> High School Diploma or G.E.D required, Associates Degree preferred
Work Experience	<ul style="list-style-type: none"> Minimum 8 years in custodial maintenance with 2 years in a supervisory role
Physical Requirements	<ul style="list-style-type: none"> Ability to lift move objects of 50lbs or more Climbing, bending, stooping, reaching, walking daily
Driver's License	<ul style="list-style-type: none"> Valid with minimal to no history of driving infractions
Work Schedule	<ul style="list-style-type: none"> Ability to be work a flexible schedule with primary hours to be night shift approximately 3pm -10:30pm Tuesday – Saturday. Possible Sunday work hours and overnights
Professional Skills	<ul style="list-style-type: none"> Must be able to speak to customers (congregation members, congregation guests and congregation staff) in a professional and courteous manner Must be able to work under the direction of a Director in a time sensitive and quality controlled environment Must be able to professional direct staff to perform services in an efficient, timely and qualitative manner. Must be able to work independently as needed on assigned projects Must be able to work in a team environment
Technology and other equipment	<ul style="list-style-type: none"> Basic computer skills required (Microsoft Office Suite) Experience with electronic asset management and work order ticketing system preferred Understanding of architectural/ engineering plans preferred Basic knowledge of Audio Visual equipment preferred Knowledge of and experience using facilities systems and equipment