

First Unitarian Universalist Society of Burlington, Vermont
Position Description

Position Title:	Assistant Facilities Manager
Reports To:	Facilities Manager
Directly supervises:	n/a
Status:	part-time, hourly
Wage:	\$27 - \$29/hour based on experience
FLSA:	non-exempt

Position Summary

The Assistant Facilities Manager supports the Facilities Manager in maintaining a safe, clean, functional, and welcoming environment for congregants, staff, renters, and visitors. This in person, hands-on position combines custodial care, event and hospitality support, building and grounds maintenance, and administrative responsibilities. The position reports to the Facilities Manager and serves as the primary facilities contact during the Facilities Manager's absence. Evening, weekend, and holiday work is required based on congregational events and facility needs.

Essential Responsibilities

- Perform duties as assigned by the Facilities Manager and serve as the primary facilities contact and assume "on-call" responsibilities during the Facilities Manager's absence.
- Maintain clean, safe, organized, and welcoming indoor spaces throughout the Meeting House by performing routine cleaning duties.
- Perform minor repairs and maintenance.
- Monitor building systems and promptly report maintenance, repair, or safety concerns.
- Work with the Facilities Manager to maintain inventories of custodial, maintenance, and event supplies.
- Maintain facility readiness by restoring rooms to their default configuration after use.
- Perform routine landscaping, including mowing, pruning, weeding, planting, mulching, watering, fertilizing, and seasonal cleanup.
- Operate and maintain landscaping equipment such as mowers, trimmers, and blowers.
- Remove snow and ice from sidewalks, stairs, entrances, and emergency exits.
- Monitor activity on Society property and enforce policies to maintain a safe environment for staff, congregants, tenants, volunteers, and visitors.
- Follow established procedures during fire, medical, environmental, and other emergencies.
- Secure the facility after operating hours by locking doors, closing windows, and setting alarms.

Minimum Qualifications

- Experience caring for residential, commercial, institutional, nonprofit, or similar facilities.

- Demonstrated reliability, initiative, and accountability, with the ability to work independently, exercise sound judgment, manage multiple priorities, and proactively identify and address facility and grounds needs.
- Ability to safely set up and take down folding tables and chairs and safely operate cleaning, maintenance, and landscaping equipment, with the ability to learn and follow appropriate procedures as needed.
- Strong organization and attention to detail, with the ability to keep indoor and outdoor spaces clean, orderly, attractive, safe, and prepared for use.
- Effective problem-solving skills and sound judgment when responding to routine maintenance, operational, and safety issues.
- Courteous, professional, and clear communication skills, with a commitment to creating a welcoming experience for staff, volunteers, members, and visitors.
- Ability to collaborate effectively with staff and volunteers and take pride in caring for the Society's buildings, gardens, and grounds as welcoming community spaces.
- Willingness to learn and follow safe practices for handling and disposing of cleaning chemicals.
- Commitment to environmentally responsible cleaning and maintenance practices.
- Ability to work a flexible schedule, including evenings, weekends, and holidays.
- Current First Aid/CPR certification or willingness to obtain certification.
- Familiarity with Google Workspace preferred.
- English proficiency required.

Benefits

- As per the Employee Handbook, to include paid time off.