



**Barth House Episcopal Center
409 Patterson Street
Memphis TN 38111**

PT- Facility Maintenance and Events Coordinator

Job Description:

The Barth House Episcopal Center is a mission of the Episcopal Diocese of West Tennessee serving the university communities of the diocese (i.e. campus ministry), while providing event space for visual and performance arts and meeting spaces for community groups. The Center also houses the Barth House Theological Society.

The Facility Maintenance and Events Coordinator of The Barth House Episcopal Center is responsible for preparing the building for recurring and one-off events, as well as for the maintenance and care of the facility's infrastructure, utility systems, and applicable equipment. The goal of this position is to ensure the multipurpose spaces of the Barth House remain problem-free, operate in compliance with applicable regulations and diocesan standards and procedures, and remain safe and functional for all of our guests.

The Facility Maintenance and Events Coordinator role is a part-time position with the expectation of being present on site regularly (work schedule TBD), as well as for special events, with evening work requirements expected. Acceptable hours or work will be negotiated with the need for some flexibility to accommodate on-site vendors, unexpected facility issues, and/or equipment testing.

Responsibilities:

- General oversight and operational assessment of internal facility structure and systems status (i.e., electrical/generator, internal facility environmental conditions, alarm/video surveillance, HVAC, plumbing, safety/life-saving)

equipment [fire extinguishers, AEDs, first aid kits] etc.) as well as the exterior and grounds of the Barth House

- Coordination with vendors for routine preventive maintenance services and non-routine repairs and the ability to maintain detailed records of services provided and expenses as per company requirements
- Preparing the Barth House and specific spaces for a variety of events, sometimes multiple events in the same day requiring different setups (furniture, A/V needs, etc.)
- Ensuring security is contracted and onsite for evening events and when requested by management and/or vendors
- Point of contact for contracted services such as housekeeping, HVAC maintenance, fire alarm maintenance, etc.
- Knowledge of the Barth House *fee schedule* for building use and all diocesan policies related to group gatherings (SafeChurch Training, diocesan policy regarding alcohol, etc.)
- Communication and collaboration with director of ministries and diocesan college missionary on internal facility improvements and coordination of contractors hired for work and also external facility issues
- Perform routine maintenance of equipment as requested and coordination of required non-routine service (i.e., repairs)
- Assist in maintaining organization of equipment preventive maintenance contracts to prevent gaps in coverage
- Coordination of major equipment deliveries and installation, as applicable
- Ordering of routine facility supplies with approval, as required: hospitality supplies, office supplies, office furniture, and other facility needs as instructed
- Organization and upkeep of inventory database
- Oversight of janitorial and bathroom supplies and daily assessment of availability of such items
- Ability to internally address minor to moderate facility issues (i.e., light bulb replacement, ceiling tile replacement, minor drywall repairs and painting)
- Other duties as may be assigned

Required Qualifications:

- High School diploma or GED (minimum education requirement)
- Demonstrated knowledge in computer applications and record keeping
- Ability to utilize company-designed software applications
- Solid written and verbal communication skills
- Excellent organizational and logistics skills
- Ability to multitask and prioritize daily activities
- Ability to utilize basic tools for minor facility repairs
- Ability to move/transport up to 50 pounds regularly

Bonus Qualifications:

- Previous work experience related to facility maintenance or handy-man experience.

Summary:

Job Type: Part-time

Pay: \$20.00 per hour

Expected hours: 15-20 hours per week

Schedule: TBD with evening expectations

Work setting:

- In-person
- Office
- Storage facility
- Custodial closets

Ability to Relocate:

- Memphis, TN: Relocate before starting work (Required)

Work Location: In person