



3350 Baldwin Street
Hudsonville, MI 49426
616-662-8801

www.chapel-pointe.org

<u>Job Title:</u>	Grounds & Facilities Coordinator
<u>Pay Type/Grade:</u>	\$13 – \$14 / hour
<u>Benefits:</u>	Employee Assistance Program, paid time off and holidays, 3% retirement match (after 1 year on staff)
<u>Shift:</u>	1 st Shift, ~20 hours/week, Monday – Friday; occasional weekends
<u>Location:</u>	Hudsonville, MI
<u>Reports to:</u>	Facility Manager

Primary Purpose

The primary role of this position is maintaining the grounds of a 40-acre campus in a residential setting. Specific knowledge of turf management in areas such as fertilizing, weed control and watering is helpful. Must also be able to act independently & possess excellent customer service skills.

Secondary Purpose

This position will assist with maintenance work and room setups/change-overs in an active and growing church. This person will also need to be able to use a computer.

Education & Experience

- High School diploma or GED equivalent
- 2 – 3 years of experience in turf management preferred
- Valid Michigan driver's license

Responsibilities

- Develop and lead projects to maintain and improve the grounds
- Oversee turf management for entire campus (fertilizing, weed control, watering, sprinkler system, lawn maintenance)
- Coordinate and equip volunteer teams to assist in maintaining the property
- Develop working relationships with external vendors
- Maintain lawn care and building equipment; manage preventative maintenance efforts
- Manage snow removal activities including contracted and volunteers
- Coordinate major spring/fall cleanup and facilities work
- Basic maintenance skills: plumbing, wall patch/paint, light carpentry
- Use hand and power tools, including a chain saw
- Able to move, carry, push/pull or lift up to 50 pounds; stand, walk, bend, climb up to 8 hours daily
- Able to climb and work from a ladder or lift
- Room change-over (table/chair set-ups)

Other Requirements

- Positive attitude, good work ethic, and works well in a team environment with minimal supervision
- Ability to make decisions, act independently, exercise a high degree of initiative, and communicate effectively with staff, members and guests
- Submit to a background check and a pre-employment drug screen
- Personal relationship and faith in Jesus Christ

To Apply

Complete the application on www.indeed.com