

**JOB DESCRIPTION
FACILITIES MANAGER**

INTRODUCTION

Each person who works at Rowe helps to create the “Rowe experience” for our guests. We work as a team to create the magic that is Rowe and each person holds a specific piece of that energy. The role of Facilities Manager is to provide the energy of stewardship and service. The Facilities Manager is responsible for the care and stewardship of the facilities, as well as logistics support to the conference and camp leaders.

SUMMARY

All positions at Rowe, including management positions are hands on. The manager of a department not only coordinates the department but works along side the staff in getting the work of the department accomplished. The Facilities Manager at *Rowe Camp & Conference Center* is responsible for the co-ordination of the maintenance and housekeeping departments and for personnel and operations for: housekeeping, buildings, grounds and maintenance. Building a strong housekeeping and maintenance team that work well and cooperatively together is essential in keeping the buildings and grounds looking loved and well cared for. In addition the Facilities Manager acts as the Camp Liaison in the summer.

The Facilities Manager reports to and is supervised by the Director.

RESPONSIBILITIES

PERSONNEL

- A. Responsibility for hiring of department personnel with approval of director.
- B. Supervision of department staff and work-study interns.
- C. Facilitate a weekly department meeting.
- D. Supervise volunteers and work week participants.
- E. Cover for facilities staff in their absence
- F. Ongoing support through hands-on work in the department.

OPERATIONS

- A. Oversee all maintenance, grounds, housekeeping and program support operations.
- B. Comply with all regulations pertaining to the operation of the center.
- C. Insure that the buildings and grounds are safe and well maintained.

HOUSEKEEPING

- A. Oversee all housekeeping duties
- B. Insure that all rooms are cleaned to hotel standards by the start of each program and that bathrooms and common areas are kept clean throughout a program.

CAMP MANAGER RESPONSIBILITIES

- A. Make preparations for the opening of camp.
- B. Preparation of camp site and all camp changeovers.

LONG RANGE PLANNING AND IMPLEMENTATION

- A. Participate in Stewardship Committee meetings
- B. Provide support to the Chairperson of the Stewardship Committee
- C. Oversight of capitol building projects

FINANCE

- A. Insure that department stays within budgetary guidelines
- B. Get approval from director for any expenditures beyond budget limits

ALL STAFF REQUIREMENTS

- A. Attend weekly staff meeting, non-business meetings, core staff meetings.
- B. Help out during flyer parties, food deliveries, kitchen move, KP, and other work projects
- C. Cook community meal every other week

QUALIFICATIONS AND EXPERIENCE

Skills Required: good communication and decision making skills, strong organizational skills, ability to work well with people, attention to detail and ability to prioritize and handle many projects at one time

Work Experience and Education Required: Experience with building and facilities maintenance as well as supervision and management.

Vacation Restrictions: The Facilities Manager may not take more than 2 weeks vacation during the summer. Summer vacation should be scheduled during 3-week camp sessions and should not be during camp changeovers. The Facilities Manager shall coordinate vacations and days off with the Director, the Head of Maintenance, and the Head of Housekeeping so that none of them are off at the same time.