



## **POSITION DESCRIPTION**

---

Job Title: Skagit Property Manager

Position Status: Part-Time, 12-15 Hours

Reports to: Skagit Campus Pastor

## **POSITION PURPOSE**

---

The Skagit Property Manager will be responsible for taking care of Cornwall Church Skagit buildings and property so they are prepared for use by the ministries of the church or outside groups.

## **RESPONSIBILITIES**

---

### GENERAL

- Able to work a flexible schedule and with the understanding that special events and large church gatherings will be a part of regular schedule.
- Able to perform basic maintenance tasks.
- Pursue quotes for and manage projects at church.

### INSIDE

- Support ministries by setting up for their gatherings for weekly and special functions.
- Set up for special events.
- Set up, fill, and heat baptismal for baptism services.
- Lead work party at the church, including simple build project for special events (ie Christmas and Easter)
- Clean windows and window will
- Vacuum Stage and tech booth.
- Spot clean carpets as needed.
- Coordinate building projects from start to finish.
- Replacing bathroom air fresheners, toilet paper, paper towels, and Kleenex when needed.
- Paint
- Change light bulbs.
- Changing furnace filters.
- Communicate with the cleaning company.
- Other miscellaneous jobs.

### OUTSIDE

- Communicate with our lawn care service as needed.
- Blow walkways.

- Kill weeds.
- Coordinate planting of flowers/plants in pots and flower beds.
- Shovel snow from walkways
- Apply snow-melt if needed.
- Arranged for the parking lot to be plowed.

#### **OTHER RESPONSIBILITIES**

---

- Meetings: with Campus Pastor (*weekly*), Skagit Staff (*monthly*).
- Attend/work at all Cornwall Church special services/events.
- Candidate should have a commitment to Christ and evidence of on-going spiritual growth, the ability to maintain a good working relationship with co-workers and the general public.

*Interested? Please submit your resume to Scott Moon ([scottm@cornwallchurch.com](mailto:scottm@cornwallchurch.com)).*