

Hot Springs Baptist Church

Job Description: Building Director

Position Summary

The Building Director is responsible for ensuring a clean, safe, and welcoming environment across the church campus. This full-time, hourly, non-exempt position combines facility care, custodial work, maintenance, kitchen coordination, and grounds support, while leading staff and volunteers who serve the church.

Minimum Requirements

- Demonstrates a personal commitment to Christian values and conduct
- High school diploma or equivalent required
- Previous experience in custodial, maintenance, or facility operations preferred
- Basic knowledge of tools, equipment, and general repair work
- Working knowledge of commercial kitchen equipment use, basic repair, and maintenance
- Knowledge of safe food preparation practices in a commercial kitchen environment
- Basic working knowledge of Microsoft Office (Word, Excel, Outlook)
- Ability to organize tasks and work independently
- Strong interpersonal skills for working with staff and volunteers
- Ability to manage time and prioritize multiple responsibilities
- Must be physically able to perform the duties outlined in this position

General Christian Responsibilities

- Conduct oneself in a Christ-honoring manner in behavior, communication, and appearance
- Maintain confidentiality in all church-related matters
- Demonstrate a servant-hearted attitude toward staff, members, volunteers, and guests

Building & Custodial Responsibilities

- Maintain cleanliness and organization of all church facilities
- Perform routine custodial tasks (floors, restrooms, glass, trash, equipment care)
- Prepare and reset spaces for worship services, meetings, and events
- Monitor and assist with ordering custodial and maintenance supplies

Kitchen Responsibilities

- Plan and prepare meals, as needed, for Wednesday evening church activities in coordination with the Church Administrator
- Assist with food preparation for special events and ministry functions
- Ensure proper food handling, sanitation, and safety standards are followed
- Clean and maintain kitchen equipment, utensils, and dining areas
- Monitor kitchen inventory and assist with ordering food and supplies

Maintenance Responsibilities

- Perform general facility maintenance and minor repairs
- Complete light-duty work such as painting, drywall repair, and fixture installation
- Handle basic plumbing and electrical tasks within skill level
- Identify issues requiring licensed professionals and assist in coordinating repairs

Grounds Crew Coordination

- Coordinate scheduling with grounds crew leaders to ensure coverage for mowing, landscaping, and seasonal needs
- Assist with planning and organizing grounds projects and ongoing upkeep
- Support supply ordering needs for grounds teams
- Monitor inventory and organization of equipment and materials stored on church property
- Assist with tracking and reporting expenses related to grounds operations, including purchases made by team leaders

Supervision & Coordination

- Supervise custodial and maintenance staff
- Coordinate, schedule, and lead volunteers across facility, kitchen, and grounds operations
- Provide training, direction, and safety oversight for staff and volunteers
- Stay informed of the church calendar to ensure readiness for all activities
- Coordinate with staff, vendors, and service providers
- Maintain working knowledge of building systems (HVAC, lighting, security)

Physical Requirements

- Ability to lift up to 50 pounds
- Ability to stand, walk, bend, climb, and perform physical labor
- Ability to safely operate tools and kitchen equipment

Work Schedule & Status

- Full-time, hourly, non-exempt (approximately 32 hours per week)
- Regular schedule: Monday–Thursday
- Occasional evenings and weekends required

Reporting Relationship

Reports directly to the Church Administrator

Other Duties

Performs additional duties as assigned by the Church Administrator or Senior Pastor