



The Catholic  
Community  
of

# St. John & Blessed Sacrament

## **BUILDING OPERATIONS MANAGER**

**Position Title:** Business Manager

**Salary Range:**

**Status:** Non-Exempt

**Basic Objective:** To assist the Pastor in his direction of the parish.

### **Major Duties and Responsibilities:**

1. Work with Department Heads, secure bids, negotiate vendor contracts, purchase supplies and equipment as needed.
2. Direct all purchasing procedures and maintain records for budget accountability.
3. Coordinate with all fund-raising events to maximize participation and return to the parish.
4. Work with the Parish Administration Commission in preparing and implementing an annual budget. Assist other departments with monthly accounting practices to manage and monitor all plant operations and expenditures for adherence to budget.
4. Work closely with the Pastor and Department Heads to establish annual and long-range funding priorities, goals and strategies.
5. Oversee the HVAC software and manage all campus activities to ensure HVAC is scheduled.
6. Support and provide assistance with the Preschool program as needed and build rapport with the Preschool Director.
7. Work with Pastor for lease renewal negotiations, i.e., McLaren Physical Therapy, Head Start children's program, BLS Rectory and Cemetery house lease.
8. Review and approve all bills and payroll.
9. As needed apply for complete all Liquor License and Special Events Insurance applications.

### **Campus Security**

1. Continuous emphasis on STJ and BLS campus security as well as church mass time security
2. Review and maintain all surveillance equipment to ensure working properly on daily basis.
3. Attend campus security meetings.
4. Update and program all keypad codes and locks.

### **Plant Management/ Facilities/Operations**

1. Oversee the aspects of all sanitation and maintenance needs of all parish buildings and equipment including Burton Priest Residence.
2. Oversee major repairs, renovations, and capital projects in accordance with Diocesan policy.
3. Manage custodial and maintenance functions.

4. Maintain an accurate inventory of all plant facilities and equipment. Implement and maintain a security tagging system for all items of value. Annually review for completeness and accuracy. (July of each fiscal year.)
5. Oversee preventative maintenance on all facilities and equipment.
6. Program external door keypads for employees and renters as needed.

### **Personnel Management**

1. Administer all Parish and Diocesan personnel policies.
2. Evaluate all Parish housekeeping, janitorial and maintenance employees.
3. Interview, hire, supervise and evaluate all housekeeping, janitorial and maintenance employees, and contractors.
4. Work with Guest Services Coordinator to schedule, monitor and supervise set-up and clean-up personnel for all planned activities in the Church, Community Service Building, Parish Hall, Family Center and Blessed Sacrament.
5. Work with Cemetery Services Coordinator in the custodial and maintenance functions of the Cemetery Mausoleum and grounds upkeep.
6. Hiring, training and yearly performance reviews.
7. Implementation of Parish guidelines and policies for volunteers. Identify, recruit and assist in managing volunteers.

### **General**

1. Attend all meetings relative to position as necessary, both Parish and Diocesan, i.e. Administration, Security, event meetings.
2. Interact with all Department Heads as necessary on all operational and financial matters.
3. Flexibility, availability, and visibility in work hours as well as afterhours activities/emergencies.
4. Team/Staff player, working with the abilities and strengths of all personnel to the benefit of the parish.
5. Have a pro-active approach to all duties and responsibilities as they relate to stewardship of the parish resources.
6. Ability to volunteer/support & pitch in and help in all positions as needed, i.e., janitorial, maintenance, lawn/snow.
7. Must be fluent in Microsoft Word, Publisher, Excel, Power point.

### **Accountability:**

1. Pastor/Direct  
*Follow directives of Pastor for any other activities not specifically detailed here.*