

## **Job Description**

### **Epiphany Parish of Seattle**

**Job:** Campus Care Manager

**Job description:** The Campus Care Manager provides security and building use coordination in a manner that contributes to Epiphany's mission. This includes opening and closing church buildings, coordinating building rentals, supporting campus events, and being aware of the on-going life of the campus in a way that fosters care and security to all who visit and work at Epiphany.

**Note:** This position includes a one-bedroom apartment on the Epiphany campus. Living on campus is a requirement for employment.

### **Security Responsibilities:**

The Campus Care Manager has the following responsibilities and duties:

- Open designated campus buildings no later than 9:00 am every morning, and other at times when requested. Perform a security walk through and lock-up at 10:00 pm each evening; ensure lights are off, and windows and doors are locked;
- Provide campus oversight during evenings, nights, early mornings, and other times when other Church staff are not present;
- Unlock doors for outside groups, if needed, on Saturdays and Sundays;
- Be familiar with emergency equipment, apps, and alarm systems; e.g. fire extinguishers, gas, sprinklers, water and power shut-down;
- Manage and schedule service for maintenance vendors e.g. boilers/furnaces, appliances, hood cleaning, pest control, and mat and towel service, etc.
- Provide oversight and scheduling for boilers, fire alarm panel, and back-flow testing.
- Check the heating system on campus to see that it is functioning properly during cold weather;
- Be able to assess and respond appropriately to building and ground emergencies;
- Communicate with the sexton on a weekly basis and when necessary to review service that is scheduled and help with prioritizing.

- Prepare and maintain a list of emergency numbers;
- Assess and provide A/V support, room set-up, clean up and coffee service for parish events (e.g. Bible Study, Coffee Hour, Evensong Receptions);
- Organize and maintain kitchen supplies and equipment;
- Organize and maintain linens, walk out mats, and dish cloths, and towels;
- Manage relationship with and supervise the outside cleaning service;
- Adhere to Epiphany safety policies to create a safe working environment for everyone;
- Maintain good relationships with outside vendors;
- Walk through campus Sunday morning, indoors and outdoors, to make sure things are tidy, trash cans pushed down or emptied, doors opened that should be open, and doors and closets locked that should be locked, signage up that should be up;
- Cover some of the sexton's duties when needed;
- Assess and provide A/V support, room set-up, clean up, and coffee service for all church special events; e.g. Church picnic, holy week events, annual meeting;;
- Check Christie House kitchen, fireside kitchen, and Great Hall kitchen every night, and put away dishes and silverware as needed;
- Wash and maintain organization of linen tablecloths;
- Run livestream for Sunday services when needed.

### **Requirements:**

The Campus Care Manager should have the following skills, education and experience:

- Welcoming, friendly and approachable demeanor;
- Ability to remain calm and make logical decisions when under pressure e.g. fire alarm going off, or during big events when volunteers might be exhibiting anxiety;
- Research and networking skills for sourcing vendors and making the purchasing decisions;
- Negotiation skills for securing vendors at the best price;

- High level of organizational and problem solving skills;
- Ability to take initiative;
- Customer service skills for positive interactions with renters, vendors, and volunteers;
- Competence with Google Suite (email, google drive, and docs), familiar with Microsoft Office Suite, Word, and Excel;
- Strong verbal and written communication skills for working with vendors and renters;
- Organization, multi-tasking, and scheduling skills;
- Knowledge of basic housing maintenance;
- Physical requirements such as being able to set up and break down tables, chairs, navigate the perimeter of the campus, take trash from buildings to recycle/garbage bins;
- Be fully vaccinated and follow CDC guidelines, including social distancing, mask-wearing, and hand washing recommendations.

**Compensation:**

Epiphany will provide the following compensation:

- Salary: \$10,000 annually.

**Residence:** Living on premises is a requirement of this position. The accommodation includes a furnished one-bedroom apartment. The campus is located in the Madrona neighborhood, 1805 38th Ave. Seattle, WA 98122.

**Epiphany is dedicated to providing a welcoming environment with safe and secure well-maintained physical spaces to its congregation. Epiphany is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants.**

***An offer of employment for this role will be contingent upon the successful completion of a background check.***

If interested, please submit a cover letter and resume to Laura Rodde, [Irodde@epiphanyseattle.org](mailto:Irodde@epiphanyseattle.org).