



A *love* for God.  
A desire to *learn*.  
A commitment to *serve*.

# Job Description

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## Facilities Manager

Thank you for your interest at San Jose Christian School. Our mission is to advance the kingdom of God by providing exceptional teaching and curriculum fully integrated with Biblical perspective. Within our committed Christian community, we live to engage and transform culture for Jesus Christ.

At San Jose Christian, we teach students to develop a Biblical worldview where they are discerners and world-changers. We infuse faith into every aspect of our curriculum and challenge students to make a difference in their world, even now as students. If God is calling you to be a part of our mission and our team, we would love to get to know you better.

We are currently seeking a talented individual to fill a role for Facilities Manager. This position is a full-time, 12-month salaried position with benefits. This position could be a 12-month, part-time role. This position reports directly to the Head of School. Below you will find the preferred qualifications, a job description summary, and how you can apply for the position.

### Preferred Qualifications:

- Experience and knowledge in areas of building maintenance, custodial duties, grounds maintenance, and general repair
- Skillset to communicate and respond in a professional and timely manner
- Personal testimony and commitment to Christian faith
- Commitment to SJCS Statement of Faith, SJCS mission, and SJCS core values
- Commitment to the faith integration (SJCS Throughlines) approach at SJCS

### Job Description Summary:

- Model an exemplary Christian walk in speech and action
- Manage the upkeep of facilities and grounds to ensure a safe and attractive environment for our community
- Manage janitorial staff by supervising, scheduling, reviewing, and training as necessary (Currently one, part-time facilities team member)
- Determine a cleaning schedule with Head of School and implement it consistently
- Maintain and order an appropriate inventory of janitorial supplies and equipment needed to maintain facilities

- Keep maintenance and janitorial closets clean and organized
- Manage volunteer projects and clean up days, coordinating with office staff as needed
- Assist administration, athletics, and performing arts with event set up and tear down
- Collaborate with the Head of School to work with outside agencies such as Campbell Union School District, repair/service contractors, etc.
- Collaborate with the Head of School to implement campus maintenance schedules
- Participate in Facilities Committee meetings
- Participate fully in the activities of the school
- Perform all duties and obligations set forth in the Employee Handbook

### **Physical Demands:**

- Lift and/or move up to 50 pounds
- Frequently walk, squat, and kneel as part of facilities and ground maintenance
- Use power tools/equipment and apply necessary safety measures

**Salary Range:** \$50,000 - \$70,000 per year

### **How to Apply**

1. Complete the Application for Employment digitally or on paper.
2. Complete and/or collect all Supplemental Materials listed on the Application. This will include questions to get to know you better and a Clergy Recommendation to be completed by your pastor or an appropriate church staff member.
3. Once completed, send your finished Application, Resume, and all Supplemental Materials to the Head of School, Chris Pinkham, at [hos@sjchristian.org](mailto:hos@sjchristian.org).

Once we receive your Application, Resume, and Supplemental Materials and your pastor's Clergy Recommendation, we will review and contact you regarding next steps. If you have any questions, you may contact the Head of School, Chris Pinkham, at [hos@sjchristian.org](mailto:hos@sjchristian.org).

We look forward to hearing from you!

## **SAN JOSE CHRISTIAN SCHOOL**

Developing a *love* for God, a desire to *learn*, and a commitment to *serve*.