

**Ecumenical Campus Ministry  
Building Manager Duties  
2020**

**Regular Duties:**

1. Open the main floor each morning by 9:00 a.m.
2. Lock doors after completion of scheduled programs or 10:00 p.m., whichever is later. Check bathrooms and closets. Make sure kitchen, offices and AV closet are locked. Turn off all lights and fans. No one is to remain in the building overnight, except in the apartments.
3. Keep restrooms and kitchen clean and supplied at all times. Restock paper in bathrooms, as needed. Check periodically for odor and use deodorizer, as needed.
4. Collect and remove all trash, as needed.
5. Vacuum offices weekly, as needed.
6. Sweep auditorium, kitchen and bathroom floors before ministry activities, or as needed. Sponge mop floors at least once a week, or as needed.
7. Keep sidewalks, parking lots and ECM grounds free of trash, leaves, and debris.

**Extra Duties:**

1. Replace burned out light bulbs, upon request.
2. Dust, upon request. (Minimum, one time per month.)
3. Wash windows, upon request. (Minimum at the beginning of each semester.)
4. Water lawn and gardens, upon request.
5. Remove snow from stairways (preferably early in the morning, or) as soon as possible.
6. Table set-up and take down for scheduled events in collaboration with the Events Coordinator, upon request.
7. Coordinate plant watering.
8. Other jobs as asked.

**Other:**

1. Send a log of your work activities by the 1st of each month to the Administrative Assistant.
2. Keys checked out for these purposes include exterior and kitchen keys to 904 Sunset Ave., plus keys to the toilet paper and paper towel dispensers in the bathrooms.
3. Kitchen should be fully cleaned, including full cleaning of floors, every six months.
4. Kitchen floors should be scrub mopped at least once every 2 months, or more, depending on the activity.
5. Notify Andrea or Regina of items in need of repair or replacement.
6. Notify Andrea or Regina of needed supplies.
7. Coordinate with a team of volunteers and staff.
8. Attend bi-weekly staff meetings.