

# Diocese of Nashville

<https://dioceseofnashville.com/job/facilities-coordinator-assistant-and-custodial-assistant/>

## Facilities Coordinator Assistant and Custodial Assistant

### Description

St. Ann Catholic Church is seeking a qualified and experienced Facilities Coordinator Assistant/Custodial Assistant to join our team. The Facilities Coordinator Assistant/Custodial Assistant will be responsible for maintaining and managing our facilities, including managing building maintenance, repairs, and coordinating services to ensure efficient and safe operations.

### Facilities Coordinator responsibilities

- Manage repairs, maintenance, and upkeep of company facilities, including building systems, appliances, and outdoor spaces.
- Work with vendors, contractors, and property managers to ensure timely completion of repairs and maintenance tasks.
- Coordinate facilities services, including custodial, minor landscaping, and security services.
- Monitor and manage facility access and safety protocols, including security systems and protocols.
- Ensure compliance with all regulations and codes related to building safety and maintenance.
- Develop and maintain relationships with all staff to ensure a high level of customer service.
- Participate in the development of long-term plans for facility maintenance, upgrades, and improvements, including budget development and management.
- Provide regular reports on facility operations, expenses, and projects to management.

### Requirements

- Minimum of 1 year of experience in facilities management or related field
- Demonstrated ability to manage multiple projects and prioritize competing demands
- Experience working with vendors and contractors
- In-depth knowledge of building codes, regulations, and safety protocols
- Strong organizational and analytical skills
- Ability to work independently and as part of a team
- Availability for after-hours emergency calls and occasional weekend work

The Facilities Coordinator Assistant/Custodial Assistant plays a critical role in ensuring the efficient and safe operation of our facilities. The successful candidate will have a strong record of success in facilities management, excellent communication skills, and the ability to manage competing priorities and projects.

This position includes a competitive salary based upon qualifications and experience. Interested applicants should email a cover letter of introduction, resume that includes at least three references and salary history to [Employment@stannash.org](mailto:Employment@stannash.org)

### Hiring organization

St. Ann Catholic Church

### Job Location

Nashville, TN

### Date posted

December 16, 2024

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