

## JOB DESCRIPTION

**POSITION:** Facilities Manager

**REPORTS TO:** Business Manager

**STAFF REPORTING TO THE POSITION:** Gardener, Groundsperson, Volunteers

**PRIMARY OBJECTIVE OF THE JOB:**

To manage the maintenance of Torchbearer Trust property to keep it functional and compliant with local authority requirements including associated Health and Safety of staff, visitors, students and guests.

**GUIDING PRINCIPLE FOR EVERY STAFF:**

To share in the vision and mission of Capernwray New Zealand

Staff, students and guests to Capernwray NZ shall:

- embrace Jesus Christ,
- through biblical teaching,
- equipping people for life and service in the world.

What is important to us:

- Christ's life in and through all
- Shaped and led by Scripture
- Holistic growth through discipleship and community
- Preparing for mission in every vocation
- Embracing the unique NZ experience

We focus on the following groups of people of all ages:

- Students of the Word from NZ, Pacific Islands and internationally
- Adventure students and students who wish to embrace our mission in the context of activities and hobbies
- Students who wish to embrace our mission in the context of touring this beautiful country

Also to fulfil our mission statement:

*The purpose of the Missionary Fellowship of Torchbearers is to proclaim the Gospel of Jesus Christ to all people in accordance with the Holy Scriptures (Bible); to lead them to a personal relationship with Jesus Christ as their Saviour, Lord and Life; to promote the Christian faith in accordance with the Holy Scriptures by means of witness, service and fellowship; to arouse, motivate and support mission-oriented living, in accordance with Scripture, in word and in deed; and to strive to increase the Kingdom of God throughout the world, thereby being bringers of light ("Torchbearers")*

## FUNCTIONAL RELATIONSHIPS WITH:

Business Manager  
National Director  
House Manager  
Gardener  
Groundsperson  
Lodge Caretaker

Volunteers  
Suppliers  
Students  
  
Contractors / Subcontractors

## KEY EXPECTATIONS AND OUTCOMES OF THE JOB:

- To fully agree with and live-out the aims and philosophy of the Torchbearers New Zealand Charitable Trust (TNZCT) as contained in the Torchbearer International Documents
- To be responsible for maintenance of the Capernwray buildings and property in good order to the satisfaction of the Business Manager and local authorities
- Fulfilling the role as the Health & Safety Officer for TTNZ

## SPECIFIC TASKS & DUTIES:

- Repair and renew Capernwray property and fittings as required. (Arrange external contractors and subcontractors to carryout building, electrical, plumbing or specialist repairs as necessary)
- Maintain pest control and recording
- Maintain the water and wastewater systems and recording processes as necessary
- Arrange the collection, sorting and removal of general waste and recycling
- Co-ordinate with the designated Lodge Caretaker staff for the care and maintenance of the lodge facilities
- Assist the Gardener and Grounds-person with lawn and garden care and maintenance including mowing, spraying, removal of garden rubbish, composting and tree pruning
- Secure the onsite fire-wood supply for both Monavale and the Lodge, including appropriate tree planting, removal, and wood splitting.
- Supervise and direct volunteers (and students on work-days) on general maintenance projects and outdoor duties
- Keep the Capernwray workshop, machinery and vehicles in good order

- Attend staff meetings as requested by the Business Manager or the National Director
- Keep appropriate electronic and written records of work and the work of assigned staff and volunteers, as is required by the Business Manager

### **MINISTRY SUPPORT RESPONSIBILITIES**

To participate as much as possible in other areas of life at Capernwray as negotiated with the Business Manager and Principal at the beginning of each term. This may include:

- Assist with leading a Family Group
- Discipleship
- Leading Devotionals

### **JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the job description for the above position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_