

Building Operations and Maintenance Steward

Part-Time (10 hours per week), \$20 per hour | Reports to Chair of Stewardship Committee with review oversight by Staff Relations Committee.

Position Summary: San Antonio Mennonite Church is looking for a Building Operations and Maintenance Steward to join our team and help the church and its ministries operate by overseeing and completing routine facility operational tasks and maintenance as outlined in “Regular Preventative Maintenance Schedule” and as need arises. The Building Maintenance Supervisor will support the church towards its mission.

Church Mission Statement: San Antonio Mennonite Church is a joyful and welcoming community that does justice, loves mercy, and walks humbly with God.

Facilities Included in Role: San Antonio Mennonite Church property located at 1443 S. St. Mary's St. and “La Casa” located at 602 Mission St.

Duties and Responsibilities: The Building Operations and Maintenance Steward will support the church towards its mission, and will:

- Check the safety, security, and efficiency of properties weekly. These tasks include, but are not limited to, checking for proper operation of locks, utility systems, fire extinguishers, plumbing, HVAC systems, ice maker, refrigerators, freezers, food warmer, etc.
- Plan, schedule, and ensure completion of regular preventive maintenance as

outlined in the Maintenance Task Guide.

- If problems cannot be immediately resolved by Building Operations & Maintenance Steward or volunteers, obtain bids, schedule and coordinate with vendors and professional repair personnel with oversight by the Stewardship Team regarding repair expenses.
- Communicate with staff about property issues.
- Participate in monthly Stewardship Team meetings (2nd Wednesday at 10AM).
- Work in collaboration with the pastor, office administrator, volunteers, and cleaning staff by coordinating necessary tasks and ensuring adequate completion.
- Be on call for emergencies.
- In conjunction with the Treasurer, utilize the available Property Maintenance budget to solve problems and keep things maintained.
- Complete other duties as assigned by the Stewardship Team. These other duties may include, but are not limited to, unlocking/locking facility before/after events, changing light bulbs, replacing batteries, and ensuring lights, HVAC, are adjusted for on and off times, light repairs, mowing, trimming shrubs, picking up parking lot trash, setting up or re-arranging furniture. See Building & Property Task List.
- Maintain an inventory of basic tools and supplies for light maintenance.

Qualifications

- Three or more years experience in property and maintenance management and basic repair skills preferred.
- Understanding of spirituality grounded in Christian love, compassion, and community as an integral part of a person's resilience and ability to grow and heal; and an active spiritual practice. Active involvement with San Antonio Mennonite Church is strongly preferred.

Competencies:

- Excellent written, verbal, and digital communication skills in English (and Spanish preferred)
- Experience with mechanical systems and familiarity with troubleshooting,

basic repair, and maintenance.

- Excellent organizational skills, accuracy and attention to details
- Ability to work with a team that collaborates on decision-making
- Ability to keep sensitive information confidential

Working conditions and physical requirements

- Working hours are flexible, but at minimum will include Sundays for opening and closing the Church building.
- This position is not a remote position and working hours will be performed at one of the locations identified above.
- Able to spend a majority of the work time standing and walking
- Physically able to climb ladders, stairs, and enter the attic space
- Physically able to lift 40-50 pounds, bend, stoop, and kneel.

TO APPLY:

- Please submit a cover letter and resume as a single PDF attachment
 - No more than 3 pages total
- Email your application to hr@sanantoniomennonite.org
- Subject line: SAMC Building Steward - [Your Name]

In Your Cover Letter: Please address how your experience and interests align with this position.

Application Timeline:

- Applications will be open through October 15, 2026 at 5:00 pm CST
- After that, the Staff Relations team will follow up with candidates who will move on to interviews. The anticipated start date for this position is early November.

Questions? Email hr@sanantoniomennonite.org and we do our best to respond within 48 hours.