



JUNIOR LEAGUE
GAINESVILLE-HALL COUNTY

FACILITIES AND MAINTENANCE MANAGER DUTIES

The Facilities and Maintenance Manager (FMM) is a contracted, part-time position responsible for the ongoing care, safety, and operational readiness of the Junior League Lodge. This role ensures the facility is well-maintained, compliant with safety requirements, and supported by reliable vendors and systems. The FMM works closely with the President, Facilities Director, Director of League Operations, and Board of Directors to protect and preserve the Junior League Lodge.

Primary Responsibilities

Compliance & Documentation

- Ensure all required insurance and licensure are current and maintained on file with the President and Board of Directors throughout the contract term.
- Ensure the Lodge remains compliant with all safety requirements.
- Maintain a centralized warranty log for major equipment and repairs, tracking coverage terms, vendors, and expiration dates to ensure timely claims and avoid unnecessary costs.

Inspections & Safety Oversight

- Schedule, coordinate, and oversee required inspections, including:
 - Fire extinguishers
 - Sprinkler systems
 - Kitchen hood systems
 - Security systems
- Address any deficiencies promptly and report findings to the Facilities Director.

Facility Maintenance & Repairs

- Monitor the Lodge for maintenance and repair needs, including (but not limited to) roof leaks, electrical issues, plumbing concerns, and general wear and tear.
- Provide repairs directly or coordinate services promptly to prevent further damage in alliance with the budget.

Vendor & Contract Management

- Oversee all vendors and building service contracts.
- Verify and maintain current records of vendor insurance and required licensing, ensuring all vendors meet compliance standards before work begins and throughout the duration of their contracts.
- Work with the Facilities Director to maintain and update the vendor spreadsheet.
- Evaluate vendor performance and provide recommendations to the President and Facilities Director regarding contract changes, suspensions, or replacements.
- Any recommendations to alter or suspend contracts must be submitted to the President and Facilities Director for approval.



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Cleaning & Supplies

- Coordinate regular cleaning of the Lodge, including restrooms and common areas.
- Supply and provide necessary janitorial supplies at reimbursement cost.
- Submit clean receipts or proof of purchase with the monthly invoice for reimbursement.

Financial Oversight & Approvals

- Manage all Lodge budget items and report all expenses to the Facilities Director.
- Manage an emergency fund limit (determined yearly by the Board of Directors) for material/supplies and overage labor to protect the building when:
 - Reasonable attempts have been made to contact the President, Facilities Director, and Treasurer, and
 - Immediate action is required to secure or protect the property.

Estimates & Reporting

- Provide quotes and estimates for repairs and projects.
- Communicate recommendations and findings clearly to the President and Facilities Director.

Responsiveness & Communication

- Respond to emergency calls within **1 hour**. An emergency maintenance issue is any condition that presents an immediate threat to: Life, health, or safety, building integrity or major property damage, security of the facility, continuity of critical operations, and/or regulatory or legal compliance such as, but not limited to: Fire, smoke, or explosion risk, water leaks, gas leaks or suspected gas odors, electrical hazards (sparking, exposed live wiring), or structural failures (collapsed ceiling, unstable walls).
- Complete and submit a monthly Maintenance Report detailing inspections performed, repairs completed, outstanding issues, vendor activity, emergency responses, expenses incurred (with receipts), and any recommendations for upcoming repairs or improvements. Report to be submitted to the President and Facilities Director by month-end.
- Respond to all non-emergency maintenance requests within **6 hours**.
- Routinely monitor and respond to correspondence sent to maintenance@jlghc.org from the President, Facilities Director, Director of League Operations, or Board members.

Core Expectations

- Reliability, accountability, and proactive problem-solving
- Clear documentation and communication
- Respect for budget limits and approval protocols
- Commitment to maintaining a safe, professional, and welcoming League Lodge

Note: Facilities Director is first in the chain of command to ask questions or seek clarification. Any issues, grievances, or frustrations should be immediately directed to the President.