



Job Title: IALFM Facility Manager

Work Schedule:

- **Days:** Wednesday to Sunday (Monday & Tuesday Off)
- **Hours:** **Fajr prayer** (arrive 15 minutes prior) and **Asr to Isha prayer** (present on-site)

Position Summary:

The IALFM Facility Manager is responsible for overseeing the day-to-day operations and maintenance of all masjid facilities. This includes ensuring safety, cleanliness, organization, and smooth coordination of events and activities across the campus. The Facility Manager will act as the **primary point of contact** for all facility-related concerns, including break-fix issues, vendor coordination, event setup, and community access.

Core Responsibilities

Presence & Coordination

- Be physically present **during Fajr** and from **Asr through Isha** (Wednesday to Sunday).
- Maintain regular **communication with the Facility Committee** (biweekly check-ins).
- Serve as the **first point of contact** for facility-related issues: access control, repairs, reservations, sports/events, and enhancements.
- **Secure masjid access:** ensure all doors are locked after Isha and open/close 30 minutes before/after prayer times.
- Support **Jumma, Sunday School, Masjid events, and halaqas**.
- Coordinate with **vendors and contractors** for break-fix and enhancement work.

Daily Task Checklist

Perimeter & Exterior

- Walk through the property to check:
 - All doors secured after Isha.
 - Doors open 30 min before and closed 30 min after salah.
 - Condition of **sprinklers, trees, grass, trash**.
 - Trees and flowers are watered properly.
 - **Dumpster area** not overflowing (coordinate with Alex if needed).



Main Building

- Inspect both **shoe racks**; discard shoes left for over a week.
- Inspect **reception room** for unclaimed items; report to Facility Committee if necessary.
- Check **bathrooms** (Wednesday to Sunday):
 - Hand soap and napkins stocked.
 - Trash bins not overflowing.
- Inspect **walls** for damage, stains, or markings.

Kitchen (Main Building)

- Remove trash and keep area tidy.
- Ensure all **items stored in labeled places**.
- Clean out **old/expired food** from refrigerator.
- Dishwasher is empty.
- Tables and chairs organized.
- Maintain **supply stock** for events: tea, cups, sugar, milk, plates, spoons, napkins.

MPH (Multi-Purpose Hall)

- Ensure **basketball hoops are raised** after use.
- Lock **MPH storage**.
- Ensure sports use is:
 - **Pre-approved and on the calendar**.
 - Participants have completed **liability forms** (name, phone, email, home address).
- Coordinate **carpet roll-out/roll-up** with Alex.

SPH (Sisters' Prayer Hall)

- Ensure **Roomba vacuum is clean and operational**.
- Reset sisters' prayer area **after Jumma**.
- Verify correct **AC schedule**.
- Watch for **pests**; coordinate treatment as needed.



Sunday School / Pillars

- Ensure classrooms are:
 - Set up correctly.
 - Locked during the week.
 - Clean if used (no trash).
 - Equipped with TVs, remotes, and cables.
- Learn and handle **partition setup and removal** properly.

Nur Lounge

- Lock all **four doors** in the old building.
- Ensure **AC is off unless in use**.
- Keep **kitchen clean** and refrigerator clear of old food.

Audio/Visual Responsibilities

- Learn and support:
 - **Live broadcast** setup (Jumma & Isha khatira).
 - Changing **TV foyer image**.
 - Turning on **TVs, projectors, and MPH camera**.

Additional Duties

- Ensure **two sets of keys** exist for all facility doors.
- Update or change **door codes** as directed.
- Respond to **facility rental requests** and related emails based on guidelines.

Event & Community Support

- **Jumma:** help with sound, projector, parking, and sandwich sales.
- **Sunday School:** assist with pickup/drop-off and security.
- **Halaqas & Events:**
 - Coordinate cleaning crews.



- Ensure tarps and equipment are organized.
- Provide A/V and logistical support as needed.