



# ST. JOHN'S EPISCOPAL CHURCH

*The Rev. Michelle Meech, Rector*

207 Albany Ave. Kingston, NY 12401 845-331-2252  
stjohnskingston@aol.com [www.stjohnskingston.org](http://www.stjohnskingston.org)

## JOB DESCRIPTION: Rental Manager

### JOB SUMMARY

The purpose of the Rental Manager is to recruit renters for all spaces at St. John's, manage all rental accounts, and work with the leadership of Angel Food East to oversee the upkeep and use of our commercially licensed kitchen. There are some office duties. The Rental Manager will work with the Sexton regarding upkeep of the space and with the Rector regarding contracts with renters.

Candidates for this position must complete a required background check. The individual hired will report to the Rector.

### JOB RESPONSIBILITIES

1. Recruit renters, be available for site visits and tours, and maintain rental contracts for the following spaces:
  - a. Kitchen
  - b. Parish Hall
  - c. Sanctuary
  - d. Side Yard
2. Write and execute rental contracts. Final approval of all contracts is at the discretion of the Rector.
3. Maintain accounting for rental contracts: issue invoices, collect rents and fees, work with Bookkeeper and Treasurer to record and deposit all monies.
4. Develop procedures and policies for rentals, working with Rector.
5. Maintain and post calendar of space rental.
6. Work with Angel Food East (Kitchen Manager and Executive Director) to establish kitchen rules and use of equipment.
7. Oversee fire safety and health code inspections for the kitchen.
8. Work with Rector to develop and schedule social media posts for St. John's.
9. Establish and develop strategic community partners for advertising, communications, tax/legal consult, accountability, shared or complementary resources.
10. Utilize communications/advertising vehicles in Ulster and Northern Dutchess Counties.
11. Perform market research on communal kitchens and space rentals to ensure fees are competitive.
12. Work with Sexton for rental contracts that need their assistance and for repairs to the rental spaces.
13. Oversee budgets for "Communications" and "Supplies." Order supplies as needed for office, kitchen, and cleaning.
14. Some minor office duties, as assigned.
15. Oversee building security.



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## REQUIRED SKILLS AND ATTRIBUTES

Detail-oriented, outgoing, organized, self-starter with creative initiative. Marketing/Communications/Networking using social media. Microsoft Office Word and Excel. Commercial kitchen work (institutional, hotel, restaurant). Must be able to lift up to 20 lbs. Must be able to climb stairs.

## PREFERRED SKILLS

Experience in any of the following: sales, graphic design, commercial kitchen management. Spanish language skills.

## COMPENSATION AND HOURS

Salary is \$8,000/yr. with potential for bonus based on rental occupancy. There is no requirement for the number of hours worked. Regular presence is required in the building, especially when renters are on site.

## APPLICATION

Please send a resume and the name and contact information for three references to stjohnskingston@aol.com. Include the phrase "Rental Manager Application" in the subject line. Call the office at 845-331-2252 if you have additional questions

Posted by: The Rev. Michelle Meech, Rector