

Business and Facilities Administrator Work Schedule – 37.5 hours:

*1 hour for lunch

*On the days of evening meetings, adjust your schedule during the day

<u>Days</u>	<u>Hours</u>	
Sunday	7	8:00 am – 12:45 pm/4:15 pm - 6:30 pm
Monday	Off	
Tuesday	8	8:00 am – 5:00 pm Once a quarter Enduring Love Foundation meets at 6:30 p.m.
Wednesday	10	8:00 am – 5:00 pm/6:00 pm – 8:00 pm
Thursday	8	8:00 am – 5:00 pm 1 st & 3 rd weeks: 2 hours for Building & Grounds/Finance Meetings
Friday	4.5	8:00 am – 12:30 pm
Saturday	<u>Off</u> 37.5	