



## **JOB OPENING: FACILITIES MANAGER**

We are now accepting applications for the full-time position of Facilities Manager. We are looking for someone who has a heart for ministry and who possesses the gifts and skills required to serve in the areas of building maintenance, building cleanliness, and management of custodial staff.

### **Job requirements and qualifications:**

- Proficient with basic building maintenance skills (i.e., simple plumbing/electrical repairs, floor maintenance, painting, general repairs, etc.)
- Proficient with commercial cleaning equipment and supplies
- Comfortable with ordering supplies and overseeing cleaning inventory
- Self-motivated and able to multi-task
- Ability to oversee custodial staff in the completion of daily work and projects
- High attention-to-detail
- A cooperative spirit and a willingness to work with other staff on various tasks
- Experience in the field of facilities management is highly preferred
- **A detailed job description is attached.**

This position provides normal benefits that are required by law (i.e., workman's compensation, Social Security, etc.).

Other benefits: paid vacation days, sick leave, paid holidays, potential retirement benefits

**How to apply:** Apply online at [www.firstmoultrie.org/jobs](http://www.firstmoultrie.org/jobs), or fill out the application information and attach a resume. Send the completed application and resume to [jessica@firstmoultrie.org](mailto:jessica@firstmoultrie.org) or mail to 400 S Main St., Moultrie, GA 31768.

**Questions?** If you have any questions or concerns regarding the application, please call Jessica at 229-985-2103.

## **JOB DESCRIPTION: FACILITIES MANAGER**

Principle Function: The Facilities Manager is responsible for the management of the building and grounds of the church and the oversight of the custodial staff.

Reports to: Church Administrator

### Responsibilities

1. Manage the day-to-day cleanliness of the church building and grounds
2. Perform basic maintenance of tasks such as floor mopping and vacuuming, basic plumbing/electrical fixes, painting, general facility repairs, cleaning following church events, etc.
3. Manage the custodial staff and assist when necessary
4. Schedule monthly and annual maintenance for deep cleaning of areas throughout the building, such as carpet cleaning, floor buffing and polishing, etc.
5. Maintain cleaning supply inventory
6. Set up tables/chairs for weekly ministry programs and other events
7. Perform other duties as assigned
8. Consult the office procedure manual for a detailed description of daily/weekly/monthly/annual assignments

Office Hours: 8:30 a.m.-4:30 p.m. Monday-Friday

Vacation Days: 1 week of vacation after 10 months; 2 weeks of vacation after 2 years

Sick leave: 1 day per month of employment

Benefits: After one year, employer contributes an amount equal to 10% of salary to a 403(b) plan with Guidestone Financial Resources. No health/dental insurance is offered at this time, although employees are eligible to obtain group rate insurance on a pre-tax basis through Guidestone.

Paid holidays: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and subsequent Friday, Christmas Eve, and Christmas Day

**APPLICATION FOR FACILITIES MANAGER**  
*First Baptist Church Moultrie*

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Current address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Primary Phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

---

Do you regularly attend church? If so, where?

Please briefly share your story of how you became a Christian:

Describe your level of confidence in performing essential functions of the Facilities Manager position:

List education and relevant training/skills:

List current and previous employment for the past five years (we will not contact your current employer without your permission):

Why do you want to work at First Baptist Church Moultrie?