

ALDRERSGATE UNITED METHODIST CHURCH - FACILITIES MANAGER

POSITION SUMMARY

The Facilities Manager is a **part-time** position and is supervised by the Business Administrator. This position is responsible for maintaining the facilities of Aldersgate, which includes buildings, equipment and grounds and providing a safe and clean environment for parishioners. He supervises the Custodians and the Church Sexton. Attitude and performance will be in keeping with the mission and ministry of the church.

POSITION REQUIREMENTS

- **Education: High School Diploma or G.E.D.**
- **Experience: Advanced mechanical, electrical and plumbing experience.**
- **Experience with all aspects of construction and building renovation.**

RESPONSIBILITIES

1. Perform minor electrical work, light pest control, minor plumbing, painting, minor structural repairs and minor remodeling. Change heating and air conditioner filters and maintain all lighting fixtures including emergency egress.
2. Repair and maintain small equipment and appliances
3. Maintain Memorial Garden fountain and structures. Install all memorial plaques.
4. Procure and store all janitorial, kitchen and maintenance supplies. Procure replacement equipment and furnishing.
5. Act as church liaison and ensure compliance with state and local agencies (OSHA, Fire Marshall, etc)/schedule annual inspections and certifications of buildings and equipment, as required. Ensure hazardous materials are stored/handled properly. Maintain Food Safety Certificate. Attend OSHA and facilities management seminars.
6. Obtain competitive bids and select/act as church liaison with contractors.
7. Provide reports and information to the Board of Trustees as required. Coordinate/prepare/manage the Trustees budget. Administer Trustees policies.
8. Assist staff members and parishioners with the movement of equipment and materials. Coordinate the loaning/return of church equipment.
9. Monitor the church calendar for traffic control for special church functions, seasonal worship and building rentals.
10. Liaison with and deliver donated items to local charities (CCC, Rainbow Childcare, etc.).
11. Maintain inventory record of all church equipment and furnishings.
12. Act as the church Van & Bus Manager as per the policies set forth in the Aldersgate Trustee's Van Policy Manual.

COMMITTEE/MEETING REQUIREMENTS

1. Board of Trustees meetings monthly
2. Building Committee meetings as required
3. Staff meetings weekly

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

Must be able to lift sixty pounds routinely and repeatedly. Must be able to multi-task.

Highly customer service and safety oriented. Able to be on-call 24 hours a day, via cell phone.

Duties and responsibilities may be added, deleted or changed at any time at the recommendation of the position's supervisor with approval of the Staff Parish Relations Committee. All changes will be communicated in writing prior to implementation.

Please drop off your resume/application to the church office anytime Monday-Thursday, 9am-4pm or on Friday's 9am till noon. For questions call the office at 985-641-5829. Thank you.



AUMC FACILITY MANAGER APPLICATION FOR EMPLOYMENT

We want you to know that the following information is confidential and will only be shared with the appropriate pastoral staff deemed necessary. This form is an employment application for Aldersgate UMC.

PERSONAL INFORMATION

Name: _____ Date: _____
Last First Middle

Address: _____
Street (Apt) City/State Zip

E-mail address: _____

Date of Birth: ____/____/____ Home Phone: _____ Cell Phone: _____

Current Employer: _____ OK to call for reference: YES / NO
Circle One

If Yes, please provide number: _____

Marital Status: Single Married Divorced *Circle One*

What Church do you currently attend?: _____

EDUCATION

High School: _____ Year Graduated _____

College: _____ Year Graduated _____

PERSONAL REFERENCES

1. Name: _____ Phone # _____

2. Name: _____ Phone # _____

3. Name: _____ Phone # _____

DRIVING ELIGIBILITY AND INFORMATION

Would you be willing to drive the Aldersgate UMC passenger van or bus: YES / NO *Circle One*

Is your Driver's License current?: YES / NO *Circle One*

Do you currently have your own personal Vehicle Insurance?: YES / NO *Circle One*

Would you consider yourself a good and safe driver?: YES / NO *Circle One*

PREVIOUS WORK EXPERIENCE
(Please list beginning from most recent)

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

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