

Job Announcement

Haymarket Baptist Church
Facilities Manager

Title: Facilities Manager

Salary/Hours: Competitive hourly salary and Paid Time Off: Monday – Friday, 30 hours a week

Location: Haymarket, Va

Education: 1 year of facilities related work desired

Haymarket Baptist Church (HBC):

A quaint, historical church founded in 1895, residing in the heart of downtown Haymarket. The church seeks to serve the congregation as well as its community in which it resides. Haymarket Baptist Church believes in the authority of the Bible.

Job Summary:

Working collaboratively with the ministerial staff and the Facilities & Maintenance Committee of Haymarket Baptist Church, the **Facilities Manager** will perform a wide range of facility management and support activities of the church including, but not limited to, preparing the facility for various functions, including setup and take down of tables and chairs when applicable, organize and tidy the sanctuary and church rooms, ordering facility supplies as requested (paper products/cleaning supplies), inspecting the property weekly for leaks and issues, test and replace all required emergency light batteries, change air filters quarterly, complete minor repairs as needed, coordinate with vendors for large repairs, fill baptismal, deep clean church carpets yearly, coordinate the scheduling of the fire alarm systems/extinguishers/kitchen exhaust hood inspections yearly, perform regular lawn maintenance, including flower beds, seasonal mulch and regular watering of flowers/trees as necessary, maintain sidewalks during inclement weather and serve as the second contact for alarm monitoring company as well as point of contact for opening/closing the church for outside groups. Daily mailbox and post office checks at Haymarket Post Office and the church mailbox along Washington Street. Communicate clearly and regularly with the Facilities and Maintenance Chairperson, maintain records of all contracts, preferred vendors and other relevant facility information. The Facilities Manager must be willing to work flexible hours if and when the need arises as well as ascend a 12' foot ladder when necessary for various maintenance tasks.

Knowledge, Skills and Abilities:

- Exceptionally professional, organized, and detail-oriented.
- Demonstrate the ability to work independently while managing a diverse set of activities as well as the ability to work collectively in a team setting.
- Proficient in use of common tools to fix minor issues.
- Proficient in setting up a schedule for quarterly tasks and logging all activities
- Proficient in lawn maintenance
- Ability to show initiative and implement positive changes that will help the church operate more efficiently.
- Maintain high level of confidentiality with church business and members as necessary.
- Employment is contingent upon passing a Level 3 background check through the State of Virginia and Social Services, which includes criminal records, fingerprints, schooling, past employment, reference checks, drug test and National Sex Offender Registry (NSOR).