



Facilities Coordinator Job Description

Position

The Facilities Coordinator plays a vital role in maintaining a clean, safe, and functional environment within the Arts Center. This includes routine cleaning, minor maintenance tasks, coordinating repairs, and supporting the setup and breakdown of events or activities.

Key Responsibilities

Custodial Duties

- Perform routine cleaning, including sweeping, mopping, vacuuming, dusting, and sanitizing surfaces.
- Empty trash bins and ensure proper disposal.
- Maintain restrooms, including replenishing supplies and sanitizing fixtures.
- Respond to spills and other cleaning emergencies promptly.
- Monitor cleaning and maintenance supplies and coordinate with Finance Director to restock.

Facility Maintenance

- Conduct basic maintenance tasks, such as changing light bulbs, unclogging drains, and repairing minor issues.
- Inspect facilities regularly to identify safety hazards or areas needing repair.

Event Support

- Assist with setting up and breaking down furniture, equipment, and other items for events, classes, or activities.
- Ensure facilities are clean and organized before and after events.

Other Duties

- Ensure compliance with safety standards and report any unsafe conditions.
- Assist with special projects or additional tasks as assigned by management.

- Opening and closing for special events and rentals at the Arts Center as requested. Potential for extra hours on evenings and weekends during facility rentals.

Qualifications and Experience

- Previous custodial or facilities experience preferred.
 - Strong attention to detail and organizational skills.
 - Ability to perform basic maintenance and repair tasks.
 - Excellent communication skills for coordinating with team members and vendors.
 - Ability to lift heavy objects and perform physical tasks.
 - Familiarity with cleaning equipment and safe handling of cleaning chemicals.
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Working Conditions

- Frequent standing, bending, lifting, and carrying items up to 50 pounds.
- Exposure to cleaning chemicals and occasional outdoor conditions.
- Fast-paced environment, particularly during events.
- Normal working hours of the Facilities Coordinator are Mon, Tues, Wed, and Fri from 10:00 am – 3:00 pm or equivalent as approved by the Executive Director

Part Time, Hourly – 18 hours per week

52 weeks a year

Two Weeks' Vacation

Two Weeks off at Christmas

10 Personal/Sick Leave days

To Apply:

Email a resume to Joy Yost, Executive Director, at director@moultriearts.org, or hand-deliver a paper copy of your resume to The Arts Center of Moultrie, **401 7th Avenue SW, Moultrie, GA**, M-F, 10 am – 5:30 pm. (Please note: The Arts Center offices will be CLOSED December 21 – January 7 for the winter holidays.)