

# JOB POSTING

**The Florida United Methodist Children's Home  
Is currently seeking applicants for the following position**

## **General Maintenance**

**We are a faith-based organization, Empowering Children and Families to  
experience the transforming love of Christ through wholistic care.**

### **SUMMARY**

The primary role of the General Maintenance employee is to perform general maintenance on the buildings, grounds and equipment. This position routinely works with other Facility Department team members to complete job requests or the full range of buildings and grounds projects. This person in this position is also expected to possess strong experience and ability in one or two specific maintenance areas that this person can be counted on to perform.

### **EDUCATION**

- High School Diploma or GED required

### **QUALIFICATIONS**

The qualifications of the General Maintenance position of the Florida United Methodist Children's Home should include the following:

- Suitable by character and personal habits to work around children who reside in the group care program and to role model behavior consistent with agency mission, vision and core values
- Demonstrated ability to work effectively with co-workers in whatever task is required and accept supervision
- Ability to communicate effectively, both orally and in writing
- Knowledge of work skill and maintenance skills required for the general upkeep of buildings
- Must have sensitivity to the service population's cultural and socioeconomic characteristics

### **AREA OF RESPONSIBILITY**

The responsibilities of the General Maintenance position of the Florida United Methodist Children's Home include the following:

- Maintains a safe, clean, organized work environment for self, coworkers, residents and visitors
- Work, regarding Records/Inventory, will be to coordinate, locate, account for, maintain, protect and secure the furniture, fixtures, equipment, supplies and inventory of the Florida United Methodist Children's Home
- Work closely with the Maintenance Director and the Maintenance Coordinator to achieve completion of work orders and assignments which are assigned to the Facilities Department of the Florida United Methodist Children's Home
- Responsible for other duties as may be assigned from time to time with the Facilities Director.
- To work with the Facilities Director to maintain, and operate with responsibility all tools and equipment that are assigned to the care of or for use by in performance of assigned responsibilities

### **CERTIFICATES LICENSES, REGISTRATIONS**

- Valid Florida Driver's License

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

**If you are interested in the above position, please submit a resume via email to [jobs@fumch.org](mailto:jobs@fumch.org), or fax it to (386) 668-3363, Attn: Human Resources**