



Resumes will be accepted until
August 10, 2017

Del Harrington
1085 Luckney Road
Brandon, MS 39047
del@mustardseedinc.org
601-992-3556

Job/Position Description

JOB/POSITION TITLE: Facilities Director

Date: August 10, 2017
Reports To: Executive Director
Status: Full time position. Must be available some evenings and weekends.

SUMMARY:

The Facilities Director will be responsible for performing routine maintenance and repairs to property of The Mustard Seed.

JOB RESPONSIBILITIES:

- Oversee pool maintenance which includes but is not limited to cleaning, insuring safety, winterizing, etc.
- Mowing and edging grass on all of Mustard Seed's property. Blowing sidewalks and drives. Pruning, weeding, cleaning and routine upkeep of all trees and shrubbery.
- Planting and maintaining flower beds and grounds on campus.
- Working with volunteers and some Seedsters on various campus projects
- Managing maintenance of Mustard Seed property. (ie. Buildings, equipment and vehicles).
- Overseeing professional assistance for larger repairs when needed.
- Ability to complete small remodel projects around campus.
- Working with Seedsters on woodworking projects to sell in Gift Shop
- Ability to move heavy items and to pick up large donations
- Travel to and assist with weekend shows where Mustard Seed ceramics are sold. Duties to include working with Gift Shop/Marketing Director to set-up, take-down outside shows.
- Recognizing and performing preventative maintenance to The Mustard Seed's entire campus.

POSITION QUALIFICATIONS:

- Minimum education: Associate's degree.
- Woodworking, minor electrical, painting, sheetrock, plumbing, etc.
- Strong project management and time management skills. The Facilities Director must be self-motivated and able to work within limited budgets.
- Energetic with an enthusiasm for the mission of the Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization.
- Knowledgeable about automobile repairs and maintenance. Ability to back a trailer.