

TEMPORARY PART-TIME POSITION ANNOUNCEMENT



Position Title: Custodian/Maintenance Staff

Opening Date: March 8, 2021

Closing Date: Open until filled

Applications must be received by the closing date to be considered for this position.

LOCATION: First Missionary Baptist Church, 3509 Blue Spring Rd. Huntsville, AL 35810

First Missionary Baptist Church (FMBC) established in 1880 and located in Huntsville, AL is seeking to hire a temporary part-time.

PRIMARY DUTIES: This is a part-time support level position. As a support level employee, custodians are responsible for maintaining clean buildings and grounds and for making minor equipment repairs. The position regularly or customarily involves physical and strenuous activity (e.g., heavy lifting).

POSITION RESPONSIBILITIES:

- Maintain floors (sweep, mop, and buff, clean and wax); dust furniture and equipment; wash walls and windows; and vacuum carpets according to schedule.
- Maintain clean restrooms and replenish supplies.
- Request cleaning and maintenance supplies and equipment as needed.
- Operate heating and cooling equipment according to schedule and instructions.
- Prepare baptistery for use as directed.
- Clean baptistery and adjoining areas following baptism.
- Open and close the facilities daily as scheduled.
- Maintain yard area and parking lot surrounding Church buildings.
- Check with supervisor daily for special assignments.
- Move furniture, set up tables and chairs for suppers, banquets and other similar occasions; set up educational areas for regular and special activities.
- Prepare facilities for special use as requested by supervisor.
- Make minor repairs as directed.
- Assist when facilities and arrangements are needed for weddings and funerals.
- Report general repair needs to supervisor.
- Perform other duties as assigned by the Building Superintendent, Church Administrator and/or Pastor.

POSITION REQUIREMENTS:

- Education – Minimum of a high school diploma is preferred.
- Experience – Minimum of 3 years of experience is preferred.
- Abilities – Must be able to perform physical and strenuous activity (e.g., heavy lifting).

HOW TO APPLY: All interested and qualified persons must submit a FMBC Job Application Form which can be found at (www.fmbc.org); go to Career Opportunities under Media & Resources for application.

NOTE: Final candidates must consent to the following: Reference check and criminal history background check, drug test, and credit and financial history review. Only one submission will be accepted. Incomplete applications will not be considered. No phone calls will be accepted. All information submitted will be treated as confidential. Additional information may be requested and/or required. The entire application package must be typed and submitted to the First Missionary Baptist Church, 3509 Blue Spring Road, Huntsville, AL 35810, Attn: Personnel Committee. Individuals experiencing technical difficulties with the online application forms, please contact us via email at clynk@fmbc.org.



First Missionary Baptist Church

3509 Blue Spring Road
Huntsville, AL 35810

Job Application Checklist

Final candidates will be notified and asked to provide additional information as needed later in the selection process. Final candidates must consent to reference checks, a criminal history background check, and drug screening test (performed through an outside agency to ensure complete confidentiality). Candidate packages should be typed.

MAIL or EMAIL PACKAGES TO:
First Missionary Baptist Church
c/o FMBC Careers
3509 Blue Spring Road
Huntsville, AL 35810
256.852.4318 | careers@fmbc.org

- A completed and signed FMBC Job Application Form**
- A completed and signed FMBC Job Application Supplemental Form**
- A signed FMBC Application Checklist**
- Cover Letter (maximum one (1) page, Times New Roman size 12 font)**

- Resume (Times New Roman size 12 font, addressing each of the position's responsibilities and duties)**

- Three (3) Letters of Reference (letters must have prepared within the last 30-days and have original signatures)**

Final candidates must consent to reference checks, a criminal history background check and drug screening test (performed through an outside agency to ensure complete confidentiality).

This checklist is provided to help you to be certain you have attached all required application information. By signing below, I acknowledge and understand that the document and information provided in this application package is accurate and true to the best of my knowledge.

Printed Applicant Name: _____

Applicant Signature: _____

Date: _____

All information presented will be treated as CONFIDENTIAL.



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Job Application

First Missionary Baptist Church is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a FMBC representative. First Missionary Baptist Church complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Please fill out all the sections below:

Applicant Information

Applicant Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Telephone Number: _____ Email _____

Date of Application: _____

Employment Position Information

Position(s) Applied for: _____

How did you hear about this position? _____
On what date can you start working if you are hired? _____ Salary Desired: _____

Personal Information

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

What document can you provide as proof of citizenship or legal status? _____ Yes No

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No
If yes, please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:



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Applicant Name: _____ Date: _____

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

Education and Training

High School: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

Vocational School/Specialized training: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____



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Applicant Name: _____ Date: _____

Previous Employment

Have you ever worked for FMBC in the past? Yes No If yes, when? _____

Are you a member of FMBC? Yes No

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?



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Applicant Name: _____ Date: _____

References

Please provide 3 personal and/or professional reference(s) below:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Military Service

Are you a member of the Armed Services? Yes No _____

What branch of the military did you serve? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

Type of Discharge: _____

If other than honorable, explain: _____

What military skills do you possess that would be an asset for this position? _____

At-Will Employment

The relationship between you and the First Missionary Baptist Church is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the First Missionary Baptist Church. No representative of First Missionary Baptist Church has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representatives regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Official Board Chairperson or Personnel Committee Chairperson.

Applicant Signature: _____ Date: _____



Job Application Supplemental Form

First Missionary Baptist Church is an equal opportunity employer. Please fill out all the sections below:

Title of Position

Applicant Information

Please provide your full name. If you have only initials in your name, provide them and indicate: "Initials only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter the Suffix. (e.g., Last, Suffix, First, Middle Name)

1. Applicant's Name:

2. Other Names Used: (For example, maiden name, nicknames, etc.) _____

3. Social Security Number:

- -

4. Date of Birth:

Month Day Year

5. Place of Birth:

Include city and state or country

6. Driver's License #:

7. State Issuing License:

8. Issue Date:

Month Day Year

9. Expiration Date:

Month Day Year

10. Mailing Address:

11. Home Phone:

-

Area Code

12. Cell Phone:

-

Area Code

13. Email:

14. Alternate Email:

Certifications and Acknowledgements

I certify that, to the best of my knowledge and belief, all the information I have provided on this supplemental form is true, correct, complete and made in good faith. I understand that a false or fraudulent answer to any question of item on any part of this form may be grounds for not hiring me, or for firing me after I begin work. By signing below, I acknowledge and understand that this form will be used to perform applicable background checks, criminal and financial history reviews and drug tests.

Applicant Signature: _____

Date: _____