



# Museum of Ice Cream

## JOB TITLE: Facilities Manager (Full-time)

Museum of Ice Cream (MOIC) Singapore is one of the newest attractions to break into the scene, and we're looking for new scoops to join the #teammoic family! MOIC is a vibrant attraction that creates human connection through interactive play space, sweet treats and unique seasonal programming.

This role is for a facilities manager that will be responsible for the upkeep, maintenance and efficient running of a high traffic attraction, with a total land area of 60,000 sqft and a built-up area of 20,000 sqft.

### RESPONSIBILITIES:

- Managing all external contractors that maintain the facilities, including cleaning services, landscaping, pest control, air conditioning, general repair and others.
- Responsible for inspecting and monitoring all facilities systems - M&E, facilities infrastructure and building services to determine the need for repairs or renovations.
- Responding quickly to downtime, troubleshooting and overseeing operational equipment maintenance.
- Attending to all attraction defects, repairs and ensuring routine scheduled housekeeping and maintenance is adhered to.
- Planning and coordinating with our US HQ on all new installations and refurbishments to the attraction.
- Project manage production for all events in and out of the attraction space. This includes managing external vendors that design and build installations and in certain circumstances, sourcing (local & overseas) of materials.
- Responding to safety, hazard and security issues.
- Creating and maintaining documentation on inspections, repairs and preventative maintenance procedures.

### JOB REQUIREMENTS

- 3-4 years of experience in a related field
- Basic knowledge of food safety and EHS guidelines is a plus
- Able to work weekends
- Proficient in MS Office/Google suite.

**MUSEUM OF ICE CREAM**

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- SketchUp or any 3D design software knowledge is a plus
- Thrives in a collaborative team environment and possesses good communication skills.
- Class 3 Driving license is a plus.

**Interested applicants can send their resume, expected salary and cover letter to [hire@museumoficecream.com.sg](mailto:hire@museumoficecream.com.sg) with "Application for [JOB TITLE] - [Your Name]" in the subject line. You are encouraged to list relevant experience in positions that involve customer service, food & beverage operations, activities facilitation or other similar roles.**