

Job Description

Title: Facilities Associate
Reports to: Facilities Manger
Unit: Facilities & Maintenance

Full Time: 40 hours/week
Hourly rate: \$17.00
Non-exempt

Principal Responsibility:

Under the direct supervision of the *Facilities Manager*, performs a wide variety of semi-skilled maintenance duties related to the organization's residential, program, and office facilities.

Major Duties:

- Scrub, buff, and/or wax floors as needed
- Clean Next Key laundry room behind washing and drying machines as needed
- Clean and stock restrooms at the Next Key Admin/Event space and New Beginnings Center
- Do touch-up caulking and painting throughout facilities and scattered sites as needed
- Keep perimeter clean and free of debris
- Participate in and learn maintenance tasks related to facility upkeep as they arise
 - Plumbing, electrical, or structural items
 - Ongoing training will be provided in response to the issues that arise
- Check and maintain smoke detectors as assigned
- Inform supervisor of any safety hazards
- Clean heater/air conditioner vents and change filters as needed at NBC, Admin, Next Key
- Help with donated food pick-up and delivery
- Keep supply closets clean and organized
- Clean facility screens and windows as needed
- Keep sheds/container storage areas organized and clean
- Inspect New Beginnings dorm bathrooms for maintenance and repair needs
- Clean outside drinking fountains as needed
- Assist *Gardner as assigned*
- Replace mattress covers in residential facilities as needed
- Operate pest-control fogging machine as needed
- Check all fire extinguishers and emergency lights monthly at NBC and Next Key
- Clean and sanitize rubber mats in showers on a weekly basis at NBC
- Other maintenance tasks as directed

Relationships:

- Establishes and maintains open and supportive relationships with directors, managers, and all other agency staff members.
- Establishes and maintains respectful relationships with all residents, clients, and other organization constituents.
- Establishes and maintains communication with related vendors, consultants, and service providers.
- Maintains and models confidentiality related to agency services and client issues.
- Open to sharing and learning skills that'll be helpful to team and day to day maintenance operations.
- Respectful of residents personal belongings/ space .
- Demonstrate superb customer-service.

Minimum Qualifications/Requirements:

Education or Training Equivalent To:

- High school diploma

Written & Verbal Communication Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to employees of the organization.

Physical Requirements:

- Ability to use hands with high level of manual dexterity for extended (3 – 4 hours) periods of time
- Ability to reach, climb, and balance on a regular basis
- Ability to stoop, crouch, kneel, and/or crawl on occasion
- Ability to lift and/or move objects weighing up to 40 pounds

Special Qualifications & Qualities (skills, abilities, licenses):

- Self-starter who takes appropriate initiative, has excellent time management and organizational skills, the ability to prioritize and organize, is creative and has a sense of humor
- Dynamic, resourceful, flexible, kind, compassionate, understanding
- Awareness of and comfort working in a culturally and ethnically diverse work environment

EQUAL OPPORTUNITY

At Homeward Bound we are committed to embracing diversity. All decisions regarding recruitment, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without regard to race, color, gender, religion, national origin, creed, ancestry, gender, sexual orientation, gender identity or expression, age disability, veteran status, political ideology, or any legally protected class. It has always been and continues to be Homeward Bound's policy that employees should be able to enjoy a work environment free from all forms of harassment and discrimination. We encourage applicants of diverse backgrounds to apply for any open position for which they feel qualified.