

JOB IDENTIFICATION

Title: Facilities Manager
Reports To: CFO
Prepared By: Mike Eline

Payroll Type: Hourly
Work Status: Full Time
Prepared Date: 7/12/20

JOB SUMMARY

This position encompasses a wide range of duties. Responsible for the care of Second Helpings assets including the building, grounds, equipment and vehicles. Follows a systematic approach to the cleaning, repair, and maintenance of the building, grounds, equipment, vehicles and related facilities. Performs minor carpentry, painting, plumbing and electrical maintenance work. Oversees the maintenance and repair of mechanical and kitchen equipment by outside contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Creating and performing preventative maintenance schedules of premises and equipment.

Troubleshooting equipment and systems issues.

Handling basic repairs and maintenance requiring basic carpentry, painting, plumbing, mechanical and electrical skills.

Scheduling & overseeing contractors when necessary.

Cleaning and maintaining restrooms offices and conference rooms when necessary.

Coordinating the cleaning of towels and aprons to ensure consistent availability.

Performing routine building maintenance work as necessary, such as changing light bulbs, hanging pictures and signs, replacing batteries and clearing drainpipes, etc.

Performing grounds-keeping work as assigned, including but not limited to raking and removing snow or debris from grounds, removing weeds, maintaining walkways, pruning shrubbery and trees, etc.

Inventorizing and maintaining tools and replacement parts in a clean, safe and organized work area and ordering components when necessary so that they are on-hand when a repair is required.

Assisting the Director of Food Rescue and Transportation with vehicle maintenance.

Assisting with Special Events including set-up and breakdown

Leading volunteer maintenance activities such as painting, cleaning and grounds-keeping.

Understanding and following all safety standards.

Providing assistance in other areas as requested and when time permits.

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Employee Initials: _____ Review Date: _____
Supervisor Initials: _____ Review Date: _____

CORE COMPETENCIES

To perform the job successfully, an individual should demonstrate the following Second Helpings core competencies.

Service & Respect

Recognizes the diverse strengths, abilities, experiences and perspectives that our staff and volunteers bring to their teams and seek to create an environment that is welcoming and inclusive for all. Treats others with respect. Makes effort to listen to and understand internal/external customers; anticipates their needs and gives top priority to their satisfaction. Resolves conflicts appropriately by working with the people who have responsibility for the person or area being impacted.

Transparency & Teamwork

Communicates openly with all of our stakeholders and throughout the organization. Effectively conveys and receives ideas, information, and/or instructions with respect to others. Actively listens. Participates in meetings. Brings issues to appropriate person. Fosters collaboration among staff members; puts success of Second Helpings above own interests.

Innovation

Raises the bar for individual and group performance. Originates action rather than just responding to the action of others. Recognizes and facilitates new concepts/ideas to improve existing processes.

Waste is Wrong

Whether it is food, money or people, we strive to put all resources to their best use and potential. Anticipates and identifies issues; gathers facts and analyzes causes; evaluates alternative solutions; discusses problem with person(s) who have responsibility for the person or area impacted, takes or recommends actions as appropriate; follows up to ensure issue is resolved.

Reliability:

Keeps absenteeism and tardiness to a minimum; ensures work responsibilities are covered when absent; manages time effectively so as to meet schedules.

Safety

Knowledgeable and aware of all organization’s safety policies and procedures; puts them into practice. Knowledgeable and aware of safe food handling practices and procedures.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Will require periodic after-hours overtime on weekends or after normal hours. On Call is required.

The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Must be a high school graduate or equivalent.
- Must have 5+ years general facilities maintenance experience
- Must have a valid Indiana Operators driver’s license and a documented safe motor vehicle report to be able to drive Second Helpings vehicles and personal vehicle to conduct work tasks.
- Must be able to successfully complete ServSafe certified food-handling program.
- Must be able to use Microsoft Office Suite and utilize the Internet for research and ordering parts & supplies.

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KNOWLEDGE, SKILLS, ABILITIES

Must be highly dependable and responsible. Must have the ability to communicate well verbally and keep neat, accurate records. Must have good organizational skills and ability to handle multiple priorities. Must be able to work independently and under pressure. Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Must be able to work well with people of all backgrounds, cultural groups and economic levels.

Must demonstrate excellent judgment. Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Must possess basic carpentry, painting, plumbing, mechanical and electrical skills including using hand and electrical tools.

Must possess basic knowledge of HVAC, plumbing and electrical systems including the ability to read technical manuals and drawings.

Advanced carpentry, painting, plumbing, mechanical and electrical skills a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. The employee is required to move at a brisk pace and should possess stamina for physical work. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate to loud.

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