

**Job Title: Facilities Assistant**

**Reports to: Director of Property Acquisition and Management**

**Education Requirement: High School Diploma or equivalent**

**Experience Requirement: Entry level with little or no prior experience**

**Position is: Non-Exempt, 15-35 hours per week as required by the organization**

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**Job Summary:**

Under the supervision of the Director of Property Acquisition and Management, the Facilities Assistant will work with other staff and volunteers to ensure smooth functioning of all facilities including but not limited to the office building, food pantry, homes and furniture warehouse. This position can be labor intensive and does require the ability to load and unload furniture, pallets of food and other donations. In addition, the Facilities Assistant will act as the evening and weekend porter for the community services programs as needed.

**Essential Job Duties**

**Office/Food Pantry (20% of time spent)**

- Assist volunteers and staff with food pantry operations.
- Provide regular light maintenance and cleaning of the office building.
- Maintain order and logistics throughout the office building.
- Keep facilities stocked with supplies.
- Set up facility rooms for meetings.

**Interim Homes (25% of time spent)**

- Assist with the moving of furniture into the homes and home maintenance.
- Provide the final clean up if a home has been sitting vacant.

**Evening and Weekend Porter (20% of time spent)**

- Provide evening and weekend support to staff and guests.
- Maintain and secure the building following after hour events.

**Donations and Warehouse (30% of time spent)**

- Responsible for loading and unloading furniture, pallets of food and all other donations with the assistance of other Families Forward staff.
- Maintain order and logistics in the furniture warehouse.

**Special Projects/Additional Duties as Assigned (5% of time spent)**

**Job Qualifications:**

- Must be 18 years or older.
- Prompt and regular attendance is required.
- Flexible schedule to work evenings and weekends as required.
- Must pass background check as required by law.
- Must maintain a valid California Driver's License with a clean driving record. State Mandated Vehicle Insurance is required.

**Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.