

**Job Title: Facilities Assistant**

**Reports to: Operations Manager**

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

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

**Position is: Non-Exempt, 20-36 hours per week as required by the organization**

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## **Job Summary:**

Under the supervision of the Operations Manager, 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 is labor intensive and requires 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, maintain inventory of current supply levels.
- Set up the office facility for meetings and events.

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

- Complete maintenance requests for interim and affordable units.
- Turnover vacant units and provide final cleaning within set timeline.

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

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

### **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.

<b>Key Skills:</b>	<b>Comprehensive</b> Expert with total knowledge; guides others	<b>Advanced</b> Fully trained; req. occasional assistance	<b>Moderate</b> General knowledge but not totally proficient	<b>Basic</b> Trainee with general understanding
<b>Technical/Functional Expertise:</b> Maintenance Skills			<b>Required</b>	
<b>Computer Software:</b> Microsoft Office			<b>Required</b>	
<b>Interpersonal/Communication:</b> Strong verbal & written skills			<b>Required</b>	
<b>Clean Driving Record and Ability to Drive FF Vehicles</b> Valid CA Driver's License State Mandated Vehicle Insurance		<b>Required</b>		

**Work Environment/Requirements: (time required in terms of an 8 hour workday)**

Time each day (Occasionally = 0.5 to 2.0 hours; Frequently = 2.5 to 4.0 hours; Continuously = 4.5 or more hours)

<b>Basic Duties</b>	<b>O</b>	<b>F</b>	<b>C</b>
Drive car		F	
Operate forklift			
Ride in car		F	
Travel		F	
Use telephone	O		
Type or use PC equipment	O		
Sit at desk	O		
<b>Noise Level</b>			
Very quiet (forest trail; isolation booth, etc.)			
Quiet (library; private office, etc.)			
Moderate Noise (open office)			
Loud Noise (warehouse, fork trucks, etc.)		F	
Very Loud Noise (heavy equipment, etc.)			
<b>Work Environment</b>			
Wet, humid conditions (non-weather)			
Work in high, precarious places			
Fumes or airborne particles			
Toxic or caustic chemicals			
Outdoor weather conditions			
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Risk of electrical shock			
Risk of radiation			
Vibration			

<b>Basic Functions</b>	<b>O</b>	<b>F</b>	<b>C</b>
Kneel/bend/crouch/crawl/squat		F	
Talk		F	
Hear			C
Climb or balance			
Reach with hands or arms		F	
Reach above shoulder level		F	
Stand or walk			C
Use hands to finger/handle/feel		F	
Push/pull		F	
<b>Special Vision Requirement</b>			
Close vision (clear at 20 inches or less)			C
Distance vision (clear at 20 inches or more)			C
Color vision (identify & distinguish colors)			
Peripheral vision (Observe up/down/left right)			
Depth perception (3 D; judge distance)			
Ability to adjust focus			C
<b>Lifting/Carrying</b>			
Up to 25 lbs.		F	
Up to 50 lbs.		F	
Up to 100 lbs.		F	
More than 100 lbs.	O		
<b>Working Hours</b>			
Physical presence during work hours	O		
Weekends	O		
Overtime	O		

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Manager's Approval

\_\_\_\_\_  
Date

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Human Resource's Approval

\_\_\_\_\_  
Date

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Employee's Approval

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Date