****

**Job Title: Facilities Assistant**

**Reports to: Property Manager**

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

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

**Position is: Non-Exempt, 30-36 hours per week as required by the organization**

**Job Summary:**

Under the supervision of the Property 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.

**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.

**To apply please send email to Elizabeth Childs, Director of HR, at** [**echilds@families-forward.org**](mailto:echilds@families-forward.org)**. No phone calls please**