

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, 30-36 hours per week as required by the organization

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.

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 Marissa Hall at mhall@families-forward.org. No phone calls please

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

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)

Basic Duties	O	F	C
Drive car		F	
Operate forklift			
Ride in car		F	
Travel		F	
Use telephone	O		
Type or use PC equipment	O		
Sit at desk	O		
Noise Level			
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.)			
Work Environment			
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			

Basic Functions	O	F	C
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	
Special Vision Requirement			
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
Lifting/Carrying			
Up to 25 lbs.		F	
Up to 50 lbs.		F	
Up to 100 lbs.		F	
More than 100 lbs.	O		
Working Hours			
Physical presence during work hours	O		
Weekends	O		
Overtime	O		

Manager's Approval

Date

Human Resource's Approval

Date

Employee's Approval

Date