

FAMILIES FORWARD

UNTIL EVERY FAMILY HAS A HOME

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, Full-time - 38 hours per week

Pay range: \$22 to \$26 per hour, depending on experience

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 storage 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 (50% of time spent):

- Assist volunteers and staff with food pantry operations including donation drop offs, tracking inventory, and volunteer inquiries.
- Provide regular light maintenance and cleaning of the office building.
- Maintain order and logistics throughout the office building.
- Maintain inventory of office and janitorial supplies.
- Monitor daily upkeep of public spaces within facilities including copy room, kitchen/breakroom, meeting rooms, and restrooms. Report on preventative maintenance concerns to Operations Manager.
- Update and maintain office and seasonal program signage for the front desk and food pantry.
- Set up the office facility for meetings and 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.

Homes (10% of time spent):

- As needed support with maintenance requests for interim and affordable units.
- As needed support with turnover vacant units and provide final cleaning within set timeline.

Evening and Weekend Porter (5% 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.

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.

Benefits:

Families Forward is committed to offering competitive compensation, full benefits, and professional development opportunities for our employees. Our benefits package includes medical, dental, and vision; flexible spending account; life insurance; 403B retirement plan; generous time off including paid holidays, vacation, sick time; phone or phone stipend; and a variety of other benefits to support our employees.

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.

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 (**O**ccasionally = 0.5 to 2.0 hours; **F**requently = 2.5 to 4.0 hours; **C**ontinuously = 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 | | | |

| 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 | | | |

| | | | |
|-----------------------------|--|--|--|
| 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 | | | |

| | | | |
|-------------------------------------|----------|----------|--|
| 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