



Coalition for Hispanic Family Services  
**COALITION FOR HISPANIC FAMILY SERVICES**

*Job Posting*

**JOB TITLE:** Facilities Assistant  
**SCHEDULED HOURS:** Monday – Friday (Days may vary as needed)  
**REPORTS TO:** Office Manager  
**DATE AVAILABLE:** July 12, 2019  
**DATE POSTING:** July 12, 2019  
**DEADLINE TO APPLY:** Open Until Position Filled

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**To apply:** Submit a resume and cover letter with qualifications to Sal Morales, Operations/Contracts Manager, at [colivencia@hispanicfamilyservicesny.org](mailto:colivencia@hispanicfamilyservicesny.org) by 5pm on July 19, 2019.

**JOB SUMMARY:**

Under the general supervision of the Office Manager, the Facilities Assistant has the primary responsibility for assisting the Operations Unit in maintaining the office environment in such a way to promote safety. It is the role of the Facilities Assistant to follow daily, weekly and monthly task schedules including, but not limited to all office, family, pantry, restroom, storage (on and off-site) and entrance areas. These duties include building and grounds maintenance responsibilities.

**WORKING ENVIRONMENT:** The work is performed primarily in one 6 story office building (exterior responsibilities limited) and one commercial space, with additional assignments to several off site locations as needed.

**PHYSICAL DEMANDS:** The work requires routine walking, standing, bending and carrying items weighing up to fifty pounds. Management has the right to alter the scope of work within the framework of this job description at any time without prior notice.

**DUTIES:**

**Main Office/Commercial Space**

1. Morning and afternoon rounds checking environment for hazards that pose a safety risk to staff and clients.
2. Check offices machine to ensure cleanliness, operability and report findings to Office Manager.
3. Inspect all lavatories to ensure functioning of all bathroom equipment and adequate provision of toiletries.
4. Assist Operations Department with meeting room set-up and related tasks.
5. Delivery of agency documents when necessary.

6. Light maintenance and repair.
7. Respond to spills, accidents and other clean up emergencies that pose a risk to staff/clients or environment.
8. Minor wall repair and painting.
9. Rug spot cleaning.
10. High office dusting of fixtures, windows and moldings.
11. Requisition of supplies and equipment needed for cleaning and maintenance duties.

**Community Residence and Community Centers (Rotated once a week between off sites; frequency subject to change)**

1. Light janitorial maintenance (sweeping, mopping, garbage removal)
2. Minor repairs.
3. Wall patching and painting.
4. Mow and trim lawns and shrubbery using mowers and hand and power trimmers.
5. Dust/wipe furniture, fixtures, walls, machines, and equipment.
6. Remove snow from sidewalks and driveways using snow blowers, snow shovels and spreading snow melting chemicals.

The Facilities Assistant reports the following to the Office Manager:

1. Need for cleaning supplies or equipment to perform responsibilities.
2. Water leaks and other facility damage or needs.
3. All safety hazards noticed.

**Experience:**

- Experience in the custodial field desirable.
- Knowledge of proper cleaning methods required.
- Light maintenance and handy man skills required.
- Effective oral skills commensurate with the responsibilities of the position are required.
- Valid Driver's License.
- High School Diploma or GED.
- Ability to prioritize multiple tasks.
- Ability to work independently.
- Must successfully complete employment clearance requirements.