



Coalition for Hispanic Family Services  
COALITION FOR HISPANIC FAMILY SERVICES

Job Posting

<b>JOB TITLE:</b>	Facilities Assistant
<b>SCHEDULED DAYS/HOURS:</b>	Monday – Saturday (Days will be determined as needed)
<b>REPORTS TO:</b>	Operations Manager
<b>DATE AVAILABLE:</b>	9/15/2020
<b>DATE POSTING:</b>	09/10/2020
<b>DEADLINE TO APPLY:</b>	Open until Filled

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**To apply:** Submit a resume and cover letter with qualifications to Sal Morales, Operations/Contracts Manager, at [smorales@hispanicfamilyservicesny.org](mailto:smorales@hispanicfamilyservicesny.org).

**JOB SUMMARY:**

Under the general supervision of the Operations Manager, the Facilities Assistant has the primary responsibility of assisting the Operations Unit in maintaining the office environment in such a way to promote efficiency and safety. It is the role of the Facilities Assistant to follow daily, weekly and monthly task schedules. These duties include building and grounds maintenance responsibilities.

**WORKING ENVIRONMENT:** The work is performed at our main office building, commercial space, off-site offices and the community residence. Some assistance will be provided to our Beacon, Cornerstone and Arts & Literacy Program off-site locations.

**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 the Operations Manager.
3. Inspect all lavatories to ensure functioning of all bathroom equipment and adequate provision of toiletries.
4. Assist Operations Department and Programs with meeting room set-up and related tasks both in-house and external.
5. Delivery or pick-up of 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. Requisition of supplies and equipment needed for performance of duties.

### **Community Residence and Community Centers**

1. Minor repairs.
2. Mow and trim lawns and shrubbery using mowers and hand and power trimmers.
3. During the winter remove snow from sidewalks and driveways using snow blowers, snow shovels and spread snow melting chemicals.

The Facilities Assistant reports the following to the Operations and Office Manager:

1. Need for cleaning supplies or equipment to perform responsibilities.
2. Water leaks and other facility damage.
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.
- Personal automobile preferred.
- High School Diploma or GED.
- Ability to prioritize multiple tasks.
- Ability to work independently.
- Must successfully complete employment clearance requirements.