



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: Director of Operations & Office Manager
DATE AVAILABLE: Immediately
DATE POSTING: April 04, 2023
DEADLINE TO APPLY: April 11, 2023

To apply: Submit a resume and cover letter with qualifications to Sal Morales, Director of Operations at smorales@hispanicfamilyservicesny.org by 5:00 pm on April 11, 2023.

JOB SUMMARY:

Under the general supervision of the Director of Operations, the Facilities Assistant has the primary responsibility of 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 performed at 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 office 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 to funders or off-site locations 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. Retrieval and submission to/from various storage facilities.
12. Requisition of supplies and equipment needed for cleaning and maintenance duties.
13. Lobby front desk coverage in relief and/or to back up security officer.

Community Residence and Community Centers

1. Minor repairs.
2. Wall patching and painting.
3. Mow and trim lawns and shrubbery using mowers and power trimmers.
4. Remove snow from sidewalks and driveways using snow blowers, snow shovels and spreading snow melting chemicals.
5. Assist with pantry pick up and deliveries from various commercial entities i.e., BJs.

The Facilities Assistant reports the following to the Office Manager:

1. Need for cleaning supplies or equipment to perform duties.
2. Inoperable equipment and related supply needs.
3. Water leaks and other facility damage.
4. All safety hazards noticed and report on any repairs needed.

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 orientation and employment clearance requirements.