



**Position Description:
Safety and Facilities Maintenance Staff**

Reports to: Facilities and Safety Supervisor

Purpose

The Safety and Facilities Maintenance Staff works with the Facilities and Safety Supervisor, court workers, SWAP workers and volunteers to insure the maintenance and upkeep of all Jesus Center property and property under Jesus Center control including: the entire 1297 Park Ave. plant, the grounds, House of Hope, Sage House and like facilities, and new services. The Safety and Facilities Maintenance Staff top priority is the safety of our staff, guests and neighbors along with properly securing our building on a daily basis.

Qualifications

- Basic computer, internet, and smart phone skills
- Must be able to stay on feet for 4-8 hours, walk up to five miles per 8 hour shift, lift up to 75 lbs. repeatedly, bend and lift repeatedly
- Physically able to sweep, mop, clean countertops, wall, doors, windows. Able to clean up human or pet feces.
- Able to do laundry
- Able to work around chemicals.
- Follow the Shift lead person direction
- Able to work on a ladder and be on a roof.
- Strong communication skills
- An active relationship with Jesus Christ
- A teachable spirit
- Experience in problem solving: fix it jobs
- Commitment to the values of the Jesus Center and the long term best interests of the guests we serve
- Team Player – can do attitude
- Wisdom

Responsibilities

- Take direction from the Facilities and Safety Supervisor.
- Manage Court workers, SWAP workers, and others as needed.
- Serve as security for the building and the environs: ensuring the safety of our staff, guests and neighbors
- Make sure building is properly secured DAILY.

- Do maintenance jobs as assigned and/or needed. Oversee other workers doing maintenance work (double check work).
- Operate all vehicles of the Jesus Center as assigned for Jesus Center business.
- Fill in SWAP/CS paperwork DAILY – not totals, just hours worked.

Specifics

Ensure the *daily* regimen of the following:

- *Prayer at breakfast and afternoon meals*
- Sweep all entry ways/mats etc
- Mop throughout building
- Organize workers to clean-up facility following meals (dining room, kitchen, bathrooms, water fountain etc)
- Empty trash
- Check bathrooms for tissues etc
- Wipe doors down
- Provided clean towels for daily showers with towels inventoried weekly to assure adequate supply
- Appoint and supervise a towel monitor
- Check parking lot and grounds front and back for trash, especially out front
- Sweep sidewalks as needed
- Sweep all leaves and dirt inside parking lot
- Orchestrate clean-up teams as needed in the neighborhood - liaising with the Safety Supervisor
- Maintain shower schedule in accordance with posted times
- Assure towel inventory is maintained and that towels are laundered in a timely manner

Ensure a *weekly* regimen of the following:

- Wipe down dining room chairs and tables
- Clean exterior windows in office/warehouse
- Hose down all walkways
- Sweep/Clean parking lot
- Maintain plumbing (toilets etc)
- Work with Kitchen Manager to assist with major kitchen cleaning needs
- Assist where necessary with cleaning of Free Store
- Vacuum office, resource center
- Maintain SWAP time sheets and record hours
- Provide completed time cards to SWAP officers

Ensure maintenance *as needed*:

- Clean refrigerator
- Wax and seal floors
- Touch up/repaint (dining room, bathrooms etc)
- Check fire master monthly
- Maintain lock-down security each night
- Ensure building empty, burners and electrical items turned off, all doors shut and locked

- Maintain public relations with local merchants and homeowners
- Change air conditioning filters monthly
- Ensure swamp cooler pads are changed yearly and that cooler is functioning properly
- Remove leaves on roof in Spring and Fall
- Ensure working condition of washers and dryers (clean out hose exhaust monthly)
- Assist volunteers with one-time special projects, painting, landscaping etc.