



Position Description: Facilities Manager (Part-Time)

Summary:

The Facilities Manager works alongside Loaves & Fishes staff and volunteers to ensure our buildings and grounds are maintained, operating, clean, safe and secure, and our vehicles and equipment are operating effectively.

Duties and Responsibilities:

- Conduct routine inspections of buildings interior and exterior to identify maintenance needs
- Plan, schedule and document preventative maintenance and repairs/renovations on building structure, equipment and vehicles
- Maintain maintenance records at all facilities
- Troubleshoot and address equipment malfunctions promptly
- Manage relationships with external vendors for specialized repairs and service
- Monitor interior and exterior areas of building for food-grade level cleanliness
- Ensure compliance with safety and environmental regulations and building codes
- Implement and enforce safety standards in all maintenance activities
- Collaborate with relevant authorities for inspections and certifications
- Develop and implement emergency response plans for building and equipment failures
- Assist with developing and managing the facilities budget
- Identify cost-savings opportunities without compromising safety or functionality
- Assist with future building enhancements/equipment requirements at both L&F and spoke distribution locations
- Maintain clear communication channels with staff and volunteers regarding facility-related matters

Position Requirements:

- Proven experience in facilities management or related field
- Strong working knowledge of building systems, equipment, and vehicle maintenance
- Experience planning and maintaining facilities budgets
- Excellent time management, organizational and multi-tasking skills
- Familiarity with safety and environmental regulations
- Skilled in Microsoft Office for data analysis, spreadsheet management, communication
- Ability to lift and carry 20 lbs and do labor-intensive tasks
- Non-CDL/C-Class license, or ability to obtain one

Send cover letter and resume to azediker@loaves-fishes.org



Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.

COMPASSION DIGNITY HEALTH HOPE SERVICE

