

Facilities Manager

Second Harvest Food Bank Position Description



DEPARTMENT:	Facilities
REPORTS TO:	Assistant Director
WORK HOURS:	37.5
LOCATION:	Springfield, Ohio
FLSA STATUS:	Salary Exempt
SUPERVISORY:	Yes
REVISION DATE:	June 2020

Position Summary:

This position is the key associate responsible for asset protection. Must acquire a working knowledge of standards set by Feeding America, USDA, OSHA, DOT, AIB and all other regulatory bodies to ensure food and workplace safety as well as security is always maintained. Manage paid staff and volunteers to achieve goals.

Essential Position Functions:

- Schedule and monitor routine preventative and repair maintenance on all SHFB vehicles and large equipment.
- Maintain all assets to keep them in optimum functioning condition to lengthen their life and reduce replacement costs, maintaining equipment logs for OSHA and DOT compliance.
- Oversees and performs repairs, installations, troubleshooting and daily maintenance of all buildings, infrastructures, equipment, lots, lighting and signage, included but not limited to cleaning, painting, landscape maintenance, and snow removal as needed.
- Trains, supervises and develops building and facilities custodial staff. Posts, trains, and completes cleaning schedules and quality inspections. Orders, inventories and maintains cleaning supplies and equipment.
- Direct effective pest control, acquire SDS documentation and effectively train on proper chemical and hazardous materials storage and use.
- Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
- Oversees all contract and vendor services applicable to the maintenance of the SHFB facilities.
- Responsible for the facilities day to day operations (such as distributing building access keys, on boarding tours for new staff, etc.)
- Serves as the Safety Coordinator of the organization. Update and maintain SHFB Safety Manual.
- Oversee SHFB facility security (including door access controls, security cameras, and incident reporting protocols and follow up).
- Responsible for proactively keeping facilities in good status to comply with environmental, health and safety guidelines.
- Arrange for OSHA, First Aid, CPR and AED, Blood Borne Pathogens, Fire Extinguisher, Active Shooter trainings and other applicable safety and equipment certification trainings as needed.
- Oversee and organize fire, tornado, lockdown and emergency evacuation drills as required.
- Perform building and property safety inspections in accordance with AIB compliance and the SHFB facility inspection plan.

- Responsible for quality assurance checks, training and follow up with staff to effectively create a daily focus on best practices in food and workplace safety.
- Complete pick up and deliveries for SHFB business via company vehicle, as needed.
- Move furniture and appliances as assigned and set up warehouse, meeting rooms and offices as assigned.
- Attend outside facilities seminars when applicable.
- On call for all building and facility emergencies 24/7.

Reporting:

- Oversee and provide timely reporting of all agency and program results to comply with grants, agreements, funders, the Ohio Association of Foodbanks, Feeding America and AIB.
- Participate in all inspection processes, create and complete any corrective actions required.
- Prepare Facilities reports and submit to Leadership Team.
- Assist with completion of National Activity Report annually.

Support of Agency Mission and Operations:

- Learn, teach, train and adhere to all Feeding America and AIB required standards
- Receive and maintain ServSafe certification.
- Active participation in the Second Harvest Food Bank Leadership Team, dissemination of valuable information to effected personnel.
- Assemble a facilitate the Second Harvest Food Bank Safety Team.
- Assist as needed in fundraising, coverage of operational needs, and budget control.
- Work with volunteers and other staff to increase efficiencies of the operation.
- Assist in rapid recognition and resolution of general and food safety issues.
- Prepare and discuss performance reviews annually, disciplinary action when necessary.
- Participate in AIB certification.
- Attend network conferences as offered.
- Other duties as assigned.

Supervisory Responsibilities: Custodian, contractors/vendors and volunteers

Education and Certifications:

- College Degree and/or High School Diploma and 3-5 years of related work experience
- Forklift certification

Skills, Qualifications and Experience:

- General knowledge of commercial refrigeration, HVAC, electrical, plumbing, fire and life safety equipment, commercial and non-commercial vehicle, and heavy machinery maintenance.
- Familiar with standard concepts, best practices and procedures within the maintenance and facilities management field.
- High level of reasoning, with the ability to use judgment and experience to plan and accomplish goals.
- High level of verbal and written communication required. Ability to effectively present information to employees, contractors, vendors and clients and families served.
- Ability to effectively manage numerous projects simultaneously and work independently.

- Ability to build relationships with distribution partners and professional organizations as critical to effective work.
- Ability to effectively communicate required standards in a style of coaching and employee support, engagement and recognition.
- Ability to address conflict in a respectful manner.
- Ability to adequately respond to requests and demands in a timely manner and consistently follow through on projects and issues.
- Demonstrated skills in effective communication and listening.
- Demonstrated ability to record and provide written reports.
- Flexible, adaptable and responsive to change and modifying plans/strategies as needed to best meet the needs of those involved.
- Personal appearance that always reflects self-respect and professionalism.
- Valid state issued driver's license and proof of vehicle insurance.

Commitment to Service:

- Ability to work well with other staff in a collaborative effort to improve services, extend courtesy, friendliness and overall respect to meet the needs of the organization.
- Personal integrity and awareness of ethical principles and a willingness to accept assignments involving flexible work hours.
- Will be available for times and events when evenings and weekends will be required to fulfill duties.
- Sensitivity to needs of clients and families served.

Work Environment: Typical office and warehouse environment, with regular exposure to excessive noise, adverse environmental issues, and cooler/freezer temperatures

Physical Demands: Position requires physical exertion to sit, stand, walk, stoop, verbal and written communication by phone or in person. Maximum unassisted lift 50 lbs., normal lift <40 lbs.

Statement of Understanding:

I have read the above position description and the expectations of the position explained to me. By signing below, I indicate my understanding of what is required of me in this position. I agree to comply by all requirements of Second Harvest Food Bank CCL and Feeding America.

Employee signature below constitutes employee's understanding of the requirements, essential duties and responsibilities of the position.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date