



Working to end homelessness, one life at a time. THE CATHEDRAL CENTER

POSITION DESCRIPTION

Job Title: Facilities Support Staff
Reports to: Friendship House Program Director
Salary Range: Hourly rate up to 30 hours per week at \$15 - \$20 per hour

Job Summary:

Under the direction and supervision of the Friendship House Program Director, the Facilities Support Staff will perform a wide variety of custodial and mid to high level maintenance duties in order to provide a clean, orderly and safe environment for guests, volunteers, staff and visitors. Additional related tasks and responsibilities may be assigned as needed.

The Facilities Support Staff will be responsible for the day-to-day cleaning and general maintenance needs, which includes grounds keeping at the Friendship House (primarily) and the Cathedral Center (secondarily) locations. The Facilities Support Staff will establish accurate record keeping of maintenance duties performed and alert supervisor of needs for both sites.

Specific Job Duties:

The Facilities Support Staff will ensure the Friendship House and the Cathedral Center are maintained in a safe and environmentally friendly manner. The following are key responsibilities and essential duties to cultivate success as the Facilities Support Staff:

- Weekly scheduled cleaning and sanitizing of Friendship House bathrooms and eating areas.
- Additional weekly cleaning of the kitchen area at both locations (cleaning appliances, countertops, dusting, wiping down windows and doors).
- Floor cleaning and prep at Friendship House will include sweeping, vacuuming and mopping floors on the three levels including bathrooms, hallways and common rooms.
- Daily emptying of Friendship House trash and recyclables throughout the building and removing to outside bins.
- The Facilities Support Staff is a key person responsible for reporting maintenance, repair and equipment needs to the Program Director or Director of Operations.
- Perform general maintenance and repairs to facilities, furniture and equipment as directed or needed.
- Assist in the maintenance of a house calendar and manage/oversee monthly/annual inspections and services.
- Coordinate services with outside contractors as needed and report progress of projects.
- Seasonal duties may include minimal snow removal and spreading salt or ice melt in cold weather and minor grounds keeping.
- Works to ensure the buildings are maintained as a clean, welcoming and safe environment.
- Maintain effective and positive working relationships with staff, partner agencies and volunteers.
- Actively participate in agency trainings and professional development opportunities as recommended.
- Other duties as assigned.

Skills and Qualifications:

- Experience in basic cleaning or housekeeping.
- Knowledge of the methods, tools and equipment utilized in grounds and facility maintenance and repair.
- Highly developed organizational skills and able to manage multiple priorities.
- Ability to stand, walk, ascend and descend stairs
- Ability to maintain appropriate and healthy boundaries with co-workers and clients.
- Strong cultural competency and interpersonal relationship skills.
- Good communication and documentation skills - written and verbal.

Required:

- At least 2 years of successful, relevant experience.
- Demonstrated knowledge of the methods, tools and equipment utilized in grounds and facility maintenance and repair.
- Ability to communicate effectively and professionally with co-workers, program participants, and vendors.
- Demonstrate ability to follow procedures, prioritize tasks, effective decision making, organizational skills and works well independently.
- Able to perform physical labor involving the maintenance, repair, and cleaning of buildings; routinely lifting up to 50lbs.
- Able to work flexible schedule, including evenings and weekends, depending on program needs.

How to Apply:

Send resume and cover letter, along with 3 professional references to Laurie Bush at lbusch@cathedral-center.org

This position is open to all qualified internal and external candidates. Internal candidates must have reached six months of continuous employment at the time of application. Occasional evening and weekend hours may be required to meet the needs of the agency. Candidates must be able to sit, stand, stoop and walk for extended periods of time. All staff at The Cathedral Center are expected to work effectively both independently and in a team environment, and to become familiar with and utilize a trauma-informed approach.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Candidates for all paid and volunteer positions at The Cathedral Center must have been separated from services here for at least one year. All candidates for paid and volunteer positions at The Cathedral Center must be willing to have a background check conducted.

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