

Position Overview

Facilities Maintenance Assistant

Marion Polk Food Share is the regional food bank serving Marion and Polk Counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion-Polk Food Share is **to bring people together to end hunger and its root causes.**

At the Food Share, our commitment is to:

- *Treat all people as our neighbor*
 - *Value diversity and strive for inclusion*
 - *Listen first and seek to understand*
 - *Focus on shared goals*
 - *Encourage creativity and be willing to take risks*
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Statement of Purpose: The purpose of this position is to support the Food Share by presenting a clean, safe facility for staff, volunteers and the public.

Summary of Role: The Facilities Maintenance position performs a wide variety of tasks such as janitorial, minor facility repairs, ongoing maintenance and special construction projects.

This is a temporary position that begins and soon as possible and ends 6 months from hire. End date may change according to organizational need.

This position has no supervisory responsibilities but may provide guidance to volunteers.

Core Areas of Responsibility

- Assists the Facilities Manager in maintaining a clean, organized, safe environment.
 - Ensures good working order of warehouse facility and equipment.
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Areas of Responsibility, Evaluation and Essential Functions:

- Perform minor repairs, including basic carpentry, painting, plumbing, electrical and other odd jobs.
- Assists the Facilities Manager daily facility maintenance, cleaning and repairs.
- Assists with daily maintenance of MPFS facilities, equipment and fleet vehicles.
- Directly informs Facilities Manager of any accidents or incidents occurring while on the job.
- Assist with the setup of facilities for meetings, classrooms, conferences and other events.
- Moves office furniture, equipment, supplies and tools as needed.
- Attends to urgent facility repairs when necessary.
- Maintains a clean, organized and safe work environment.
- Other duties as assigned¹

Education and/or Experience; Certificates/Licenses/Registrations:

- Prior experience with basic carpentry, plumbing and electrical repairs, as well as mechanical experience, preferred.
- Able to read and write legibly, and have basic math skills.
- Fork lift certified or the ability to obtain certification.
- Must possess valid Oregon driver's license and auto insurance and maintain insurability under MPFS's insurance provider.
- Must pass pre-employment drug screen and full background check, including driving record check.

Necessary Knowledge, Skills and Abilities:

- Ability to work well under pressure, with frequent interruptions and shifting priorities. Able to exercise sound judgement daily.
- Ability to use and learn pallet jacks, forklift and other warehouse equipment.
- Ability to work in a safe, accurate, timely and efficient manner.
- Ability to set timelines, meet deadlines and have attention to details.
- Ability to work as a team as well as individually.
- Willingness to learn new things and problem solve creatively.
- Able to come in to work on time and on a daily basis.

Job Conditions:

Work will be performed standing and kneeling for prolonged periods of time, in addition to heavy, vigorous physical activities. Will frequently and repetitively lift, move and carry objects in excess of 50 pounds. Will frequently pull or pull weights up to 300 pounds. Work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons. May work or travel out of the local area and work outside normal working hours, such as evenings and weekends, on occasion.

Equipment used will include hand tools, power equipment, floor scrubbers, high pressure washers, vacuums, brooms, mops and squeegees.

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| Title | Facilities Maintenance Asst. | Department | Operations |
| FLSA | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt | Starting Wage | \$15.00-\$15.75/hr. |
| Status | <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time | Hours Per Week | 20 |
| Reports to | Facilities Manager | Date of Last Revision | 11/6/20 |
| Alternate Title(s) | | | |
| Employee Signature | | | |
| Supervisor Signature | | | |
| HR Signature | | | |

ⁱ This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. MPFS has the right to revise this job description at any time. The job description is not a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.