



Job Title: Facilities Specialist

Position Type: Part time, non-exempt

Function/s: Operations

No More Empty Pots

Education. Stewardship. Sustainability.

About No More Empty Pots

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship, and sustainability.

Position Description | Facilities Specialist

NMEP seeks a meticulous and customer-service oriented cleaning professional with commercial kitchen maintenance and minor construction experience to join the team. The position is responsible for keeping NMEPs' Food Hub and administrative office safe and sanitary. We are looking for someone with a strong background in this area who is looking to grow with us in a facilities role. This position will report to the Facilities Manager.

All candidates for NMEP positions are evaluated on "get it," "want it," and "capacity to do it," and the values: forward thinking, arable & adaptable, innovative & solution oriented, people centered & trustworthy, and dedicated. All candidates must have the ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to mission, and dedication to reducing structural inequities. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices.

90% Custodial & Maintenance Responsibilities

- Maintain clean, safe, and orderly facilities (food hub and administration office) according to a daily, weekly, and monthly task schedule
- Follow CDC guidelines for cleaning and sanitation to ensure safe working conditions and prevent the spread of COVID-19
- Repair, maintain/monitor equipment, as assigned
- Clean and change filters for HVAC, as assigned
- Gather and empty trash using NMEP waste management best practices to dispose of waste appropriately
- Change light bulbs, interior and exterior, as assigned
- Maintain facilities exterior property-parking lots, planters, sidewalks, including weed and snow removal, as assigned
- Assist with programs/events/activities to install/rearrange/remove furniture, as needed
- Oversee restocking/cleaning restrooms, sweeping/mopping/vacuuming, cleaning/disinfecting tables and counters, dusts, cleans and/or sanitizes furniture, walls, doors, windows, elevator and equipment, clean interior/exterior entryways, graffiti removal, clean/disinfect community surfaces (handrails, water fountains, countertops, etc.)
- Performs monthly elevator testing in accordance to guidelines set by Nebraska State Fire Marshal
- Safely handles cleaning solutions and chemicals as part of cleaning in accordance with instructions
- Regularly track inventory of cleaning supplies and materials for use with monthly orders.
- Apply knowledge of computers and technology

10% Administrative

- Attend supervision and team meetings

- Respond to email and communications via email, text or telephone
- Attend Professional development training/workshops

Other Duties as Assigned

- Other duties as assigned

Required Qualifications:

- At least 1 year substantially similar experience
- Experience and skill to work with a wide variety of staff and guests to problem solve safety and sanitation issues quickly and effectively
- Solution oriented and open to constructive feedback
- Experience and skill to safely handle hazardous equipment and chemicals
- Experience and skill to operate light and medium equipment

Preferred Qualifications:

- Eager to learn new resources in a tech-positive organizational culture
- Customer service background and friendly demeanor
- Able to use Microsoft Office Programs, Word, Excel, and PowerPoint

Working Conditions and Physical Demands:

- Frequently operates small and medium-size machinery for regular cleaning and maintenance purposes
- Frequently moves product and materials weighing up to 50 pounds
- Must be able to work effectively in environments that are often loud, cramped, hot, or cold
- Frequently communicates with staff, students, volunteers, vendors, guests, and others about building operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- Frequently reaches products and equipment stored in high or low locations
- Will work indoor and outdoor in conditions/environments that are hot, cold, or noisy

STATUS: Part time, non-exempt

Hours & Schedule: 20-25 hours per week; Regular schedule; on-call availability preferred

Compensation: Commensurate with experience, \$15-21/hour

Benefits: All staff are eligible for paid vacation and personal time off, 403(b) retirement account. Flexible schedule and annual professional development funds.

Reports to: Facilities Manager

To Apply: To be considered for this position, please submit a resume and two professional references to No More Empty Pots at jobs@nmepomaha.org. Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and any people of color, LGBTQ+ identities and anyone with marginalized identities are strongly encouraged to apply.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.